



July 11, 2016

Ms. Cathy Stella
Director of Administrative Services
Texas State Board of Pharmacy
333 Guadalupe St Suite 3-600
Tower III
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Stella:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 3 to your agency's 7th recertification of your records retention schedule is approved for use as of Wednesday, July 6, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Megan Carey, at 512-463-5494 or mcarey@tsl.texas.gov.

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Gay Dodson

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.515/515



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 515
Agency Name Texas State Board of Pharmacy

(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) Cathy Stella
Date 5/26/16

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

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

Signature
Name (Print or type) REBECCA CANNON
Date 7-6-16

Cert/Recert No. 7 Amendment No. 3

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 Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page

2. Agency Code 515		3. Agency Name TEXAS STATE BOARD OF PHARMACY								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks		Page No.	Agency Item No.	

	81009	Rural Pharmacy Technician Program Files	AC + 2		AC + 2	AC = date of the renewal of the pharmacy license. Documents relating to the application and approval/disapproval of applications, which if approved, would allow a pharmacy technician to perform certain duties in eligible rural hospitals.				N
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent			C – Changed
	LA – Life of Asset	US – Until Superseded			D – Deleted



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page

2. Agency Code 515		3. Agency Name TEXAS STATE BOARD OF PHARMACY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

	81010	Pharmacy Tech-Check-Tech Program Files	AC + 2		AC + 2	AC = date of the renewal of the pharmacy license. Documents relating to the application and approval/disapproval of applications, which if approved, would allow a pharmacy technician to check the work of another technician in teaching hospitals or other eligible hospitals, under certain circumstances.					N
--	-------	--	--------	--	--------	--	--	--	--	--	---

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New	C – Changed
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent			D – Deleted	
	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page

2. Agency Code 515		3. Agency Name TEXAS STATE BOARD OF PHARMACY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	81011	Drug Therapy Management Program (DTM) Files	AC + 2		AC + 2	AC = date of approval of the DTM application. Documents relating to approval/disapproval of notification of drug therapy management which, if approved, would allow a pharmacist to issue a prescription for a prescription drug under the protocol of a physician.					N

Retention Codes (Field 7)				Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	PM – Permanent	A – Transfer to State Archives	N – New	C – Changed	D – Deleted
AV – Administrative Value	FE – Fiscal Year End	LA – Life of Asset	US – Until Superseded	R – Review by State Archivist			



November 13, 2015

Ms. Cathy Stella
Director of Administrative Services
Texas State Board of Pharmacy
333 Guadalupe St Suite 3-600
Tower III
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Stella:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 2 to your agency's 7th recertification of your records retention schedule is approved for use as of Friday, October 23, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Marianna Symeonides, at 512-463-5448 or msymeonides@tsl.texas.gov.

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Gay Dodson

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.515/515



Texas State Library and Archives Commission

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 515
Agency Name Texas State Board of Pharmacy

(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)* Cathy Stella

Date 10/07/2015

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 10/23/15

Cert/Recert No. 7 Amendment No. 2

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 Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 515		3. Agency Name TEXAS STATE BOARD OF PHARMACY								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

	73002	License Files (imaged)	AC + 5		AC + 5	Contains open & confidential records AC = Closed and Expired. Records will be recreated every 10 years. 73001 is record copy until its destruction date. At time of destruction, 73002 is record copy. (NOTE: compact disc of imaged files maintained by IT)		37	73002	C
	70005	Changes of Pharmacist-In-Charge Employment	FE + 4		FE + 4					N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent			C – Changed
	LA – Life of Asset	US – Until Superseded			D – Deleted



July 2, 2015

Ms. Cathy Stella
Director of Administrative Services
Texas State Board of Pharmacy
333 Guadalupe St Suite 3-600
Tower III
Austin, TX 78701

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Stella:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 1 to your agency's 7th recertification of your records retention schedule is approved for use as of Friday, January 9, 2015. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or badams@tsl.texas.gov.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Kelso".

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Gay Dodson

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.515/515

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.



Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Certification

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 515

Agency Name Texas State Board of Pharmacy

(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 [Handwritten Signature]

Name (Print or type) Cathy Stella

Date 11/06/2014

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 [Blank]

Name (Print or type) [Blank]

Date [Blank]

Not Required at This Time

Texas State Library and Archives Commission

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

Signature [Handwritten Signature]

Name (Print or type) [Blank]

Date 01-09-2015

Cert/Recert No. 7 Amendment No. 1

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.





Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 515		3. Agency Name TEXAS STATE BOARD OF PHARMACY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period Agency	7. Retention Period Storage	7. Retention Period Total	8. Archival 9. Remarks	10. 106 No.	11. Current Schedule Page No.	11. Current Schedule Agency Item No.	12. Amend. Type
	83020	Adjudication Files of Interns, Pharmacists, Pharmacies, Technicians (that are revoked, retired, cancelled, or denied)	AC	20	AC + 20	AC = Image Scan Date (paper). 83020 is the record copy until its destruction date. At time of destruction, 83021 is the record copy.	15-515-020	41	83020	C

Retention Codes (Field 7)	Archival Codes (Field 8)	Amendment Codes (Field 12)
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	N – New C – Changed D – Deleted



September 25, 2013
Ms. Cathy Stella
Director of Administrative Services
Texas State Board of Pharmacy
333 Guadalupe St Suite 3-600
Tower III
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Ms. Stella:

Your agency's records retention schedule is approved for use as of September 23, 2013. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **September 2016**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or badams@tsl.state.tx.us.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Gay Dodson

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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

*Interim
Director and Librarian*
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.515/515



Texas
State Library
and Archives
Commission

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 515
Agency Name Texas State Board of
Pharmacy

(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 Cathy Stella
Name (Print or type) Cathy Stella
Date 3/29/2013

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

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

Signature Donna Osborne
Name (Print or type) Donna Osborne
Date 9/23/13

Cert/Recert No. 7 Amendment No. _____

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 42

2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	11002	Audits (Audits & Reviews performed by or on behalf of an agency. Including the working papers that support the audit. Also includes audits performed on the agency.)	AC + 7		AC + 7	AC = Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.004	11004	Legislative Appropriations Request (Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency. Note: only copies of supporting documents submitted to the LBB are archival)	AC + 6		AC + 6 A	AC= September 1 of odd-numbered years. Files contain confidential & open records. Restricted Access The Archival requirement for this series is fulfilled by sending the required copies to the Texas Publications Depository Program, TX ST Library & Archives Comm.		
1.1.006	11006	Complaint Records Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC + 2		AC + 2	AC = Final disposition of the complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled 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 2 of 42

2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	11007	Correspondence – Administrative Incoming/outgoing & internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the Administrative regulations, policies, and procedures that govern them.	4		4	R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.		
1.1.008	11008	Correspondence, General, Routine Non-administrative incoming/outgoing and internal correspondence, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 3 of 42

2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				
1.1.011		Executive Orders Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US + 3		US + 3	A			
1.1.013	11013	Desk Calendars/Appointment Books Calendars, appointment books of programs, and scheduling or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	CE + 1		CE + 1	R	ARCHIVES NOTE: Only the calendars, appointment & itinerary records of elected officials, executive staff, board or commission members, division directors & program heads require archival review. Contact the State Archives when these records have met the retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		

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 4 of 42

2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	11014	Legal Opinions and Advice From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See item number 1.1.048		
1.1.019	11019	Public Relations Records News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	R			
1.1.020	11020	Public Information Requests –Not Exempted (Correspondence & documentation relating to requests for records that are furnished to the public)	AC + 1		AC + 1		AC = Date request fulfilled		
1.1.021	11021	Public Information Requests –Exempted (Correspondence & documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code))	AC + 2		AC + 2		AC = Date of notification that records are exempt		
1.1.023	11023	Organization Charts - Original	US		US	A	Included in annual report. Archival requirement will be met by sending required copies of annual report to Publications Depository, State Library & Archives		

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 5 of 42

2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				
1.1.024	11024	Plans & Planning Records Plans & records relating to the process of planning new or redefined programs, services or projects of TSBP that are not included in or directly related to other records series in this schedule	AC + 3		AC + 3	R	AC = Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		
1.1.026	11026	Texas Register Submissions Copies of all proposed, withdrawn, emergency and adopted rules; open meetings notices, or any other documents required by law to be submitted to the Texas Register	AC + 1		AC + 1		AC = Date of publication in the Texas Register		
1.1.027	11027	Proposed Legislation Drafts of proposed legislation and related correspondence. (Fiscal Notes)	AV		AV				
1.1.038	11038	Customer Surveys Surveys returned by the customer or clients of TSBP rating agency's performance	AC		AC		AC = Final Disposition of Summary Report. See item number 1.1.067 for summary reports compiled for customer surveys		

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 515		3. Agency Name Texas State Board of Pharmacy							
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				

1.1.040	11040	Speeches, Papers & Presentations Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC		AC	R	Transfer to State Archivist yearly as speeches fulfill retention period. AC = End of term in office or termination of service in a state position		
1.1.041	11041	Suggestion System Records Suggestions submitted by agency personnel & responses	1		1				
1.1.043	11043	Training Materials Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1				
1.1.048	11048	Litigation Files	AC + 1		AC + 1	R	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on a motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.		

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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SLR 105

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	11053	Registration Logs Logs or forms used to register persons appearing before TSBP as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission	AC		AC		AC = Report filed with the Texas Ethics Commission		
1.1.055	11055	Strategic Plans Includes information resources & operational strategic plans prepared in accordance with Tex. Government Code subsection 2054.095 & 2056.002.	AC + 6		AC + 6	A	AC = 9/1 of odd numbered calendar years. Archival requirement is fulfilled by sending required copies to the Publications Depository Program, TX ST Library & Archives Comm		
1.1.056	11056	ADA (Americans with Disabilities Act) Documentation Self evaluations & plans documenting compliance with the requirements of the Americans with Disabilities Act.	3		3		28 CFR 35.105(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			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code		515		3. Agency Name						Texas State Board of Pharmacy					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival			10. 106 No.	11. TSLAC ONLY Amend. No.			
					Agency	Storage	Total	9. Remarks							

1.1.057	11057	<p>Transitory Information (records of temporary usefulness that are not an integral part of a records series, that are not regularly filed within a recordkeeping system, and that are required only for a limited time for the completion of an action by an official or employee 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 any specific agency transaction.</p>	AC		AC		<p>AC = Purpose of record has been fulfilled. Contains confidential & open records. Restricted access.</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				



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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.058	11058	Meeting Minutes & Agenda (A) Official minutes & agenda of agency when conducting open meetings as defined in Tex. Government Code, Chapter 551. (B) Supporting Documentation (documents submitted at meetings, including exhibit items, documentation for agenda items, etc.)	PM	PM	PM	A	Agency retains permanent record copy (electronically stored). Archival requirement will be met by sending a copy to the Archives & Information Division, TX St Library & Archives Commission	92-515-001 11-515-019 Microfilm Reels 3/29/11	
1.1.059	11059	Meetings, Certified Agendas or Tape Recordings of Closed (executive session agendas, etc.)	AC + 2		AC + 2		Gov. Code, 551.104(a) AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.		
1.1.060	11060	Meetings – Audio or Videotapes of Open	AC + 90 days		AC + 90 Days		AC = Official approval of written minutes of the meeting		
1.1.061	11061	Meeting – Notes (notes taken during open meetings of state boards, from which written minutes are prepared)	AC + 90 days		AC + 90 Days		AC = Official approval of written minutes of the meeting		
1.1.063	11063	Staff Meeting Minutes and Notes Minutes or notes, and supporting documentation taken at internal agency staff meetings	1		1				

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

1.1.064	11064	Performance Measures Documentation (any records needed for the documentation of output, outcome, efficiency, and explanatory measures in the agency's appropriations request or strategic plan).	FE + 3		FE + 3				
1.1.065	11065	Reports, Studies & Surveys (Non-Fiscal) – Raw Data (Includes materials not produced in a final report of study)	AV		AV		Does not include source documentation used for data included in or directly related to another record series (i.e., 1.1.064)		
1.1.066	11066	Reports - Biennial or Annual Agency (narrative) Biennial narrative reports to the governor & legislature as required by TSBP's enabling statutes, including annual narrative reports if they are required by statute.	AC + 6		AC + 6	A	AC = Sept 1 of odd-numbered years Archival requirement is fulfilled by sending required copies to the Publications Depository Program, TX ST Library & Archives Comm		

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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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	11067	Reports & Studies (Non-Fiscal) Annual or special reports or studies on non-fiscal aspects of TSBP's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with TSBP that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities	3		3	R	Archival review code removed subsequent to appraisal by Archives & Information Svc Div, Tx St Library, Aug 11, 1999 Because the record copy is filed w/the meetings-supporting documentation, archival code "a" applies.		
1.1.068	11068	Reports – Reports on Performance Measures Quarterly & annual reports on agency performance measures submitted to the executive & legislative budget offices	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years		
1.1.069	11069	Reports - Activity (reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities).	1		1		Caution: See item 1.1.064		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

1.1.070	11070	Agency Rules, Policies, and Procedures – Final Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public for those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency’s programs, services, or projects.	AC + 3		AC + 3	R	AC = completion or termination of program, rules, policies or procedures. Examples: Accounting P & P, Board Member P & P, Vehicle Guidelines, Risk Manual, Safety Manual.		
1.1.072	11072	Public Information Reports Reports made to the Office of the attorney General on an agency’s Public Information Act activities.	2		2				
1.1.073	11073	Administrative Hearings Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC + 3		AC + 3	R	AC = Last Action		
1.1.074	11074	Sunset Review Report and Documentation	AC + 3		AC + 3	R	AC = After the subsequent Sunset Review		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				
1.1.075	11075	Alternative Dispute Resolutions – Final Agreement described by Government Code, §2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf	AC + 4		AC + 4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071		
1.2 RECORDS MANAGEMENT									
1.2.001	12001	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule	FE + 3		FE + 3				
1.2.004	12004	Forms, Inventory (any periodic listing of all forms used internally or externally by an agency)	US		US				
1.2.005	12005	RECORDS RETENTION SCHEDULE – Agency Copy (SLR 105)	US		US		Original is retained by the State & Local Records Management Division, Texas State Library & Archives Commission		
1.2.006	12006	Records Transmittal Form	AC + 2		AC + 2		AC = date of authorization for destruction, permanent transfer from storage or transfer to the Archives		
1.2.008	12008	Request for Authority to Dispose of Public Records (RMD102)	FE + 3		FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

1.2.010	12010	Record Disposition Logs Agency's listing of records destroyed which shows records series, dates of records & date destroyed.	10		10				
1.2.011	12011	Record Center Storage Approval Forms (RMD106)	US		US				
1.2.014	12014	Records Management Plan	US + 1		US + 1				
1.3 STATE PUBLICATIONS									
1.3.001	13001	Agency Publications	AC + 2		AC + 2		AC = Until Superseded or Obsolete. State publications are submitted to the TX State Publications Depository Program, Texas State Library by law (Tex. Government Code §441.101 – 441.106). See Texas State Records Retention Schedule, 4 th Edition. Any other copies of a publication may be disposed of at agency discretion when no longer current.		
1.3.002	13002	Publication Development Files Background material, copy, original Artwork, photo negatives, prints, etc.	AV		AV		Archival review code removed subsequent to appraisal by Archives & Information Svc Div, Tx St Library, Aug 11, 1999		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy						
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			

CATEGORY 2: AUTOMATION RECORDS

2.1 AUTOMATED APPLICATIONS

2.1.001	21001	Processing Files Machine-readable files used in the creation, utilization, and updating of master files	AC		AC	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. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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			Agency	Storage	Total				

2.1.002	21002	Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
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Retention Codes (Field 7)				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	US – Until Superseded	R – Review by State Archivist	
AV – Administrative Value	FE – Fiscal Year End	MO – Months					



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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	21007	Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		
2.1.008	21008	Hardware Documentation Records documenting operational & maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations & equipment control systems	AC		AC	AC = Until electronic records are transferred to & made usable in a new hardware or software environment w/ new documentation 13 TAC 6.94		
2.1.009	21009	Technical Documentation (records describing how a system operates) (System documentation for TSBP LAN)	AC		AC	AC = Until electronic records are transferred to & made usable in a new hardware or software environment w/ new documentation 13 TAC 6.94		

Retention Codes (Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	Archival Codes (Field 8) A – Transfer to State Archives R – Review by State Archivist
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			Agency	Storage	Total				
2.1.010	21010	Audit Trail Records Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files / tapes; records of on-line updates to application files or security logs	AC		AC		AC = All audit requirements have been met Example: Published web content		
2.1.011	21011	Finding Aids, Indexes,, and Tracking Systems Automated indexes, lists, registers, and other finding aids used to provide access to records. (Tracking of imaged files: Imaging index files	AC		AC		AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
2.2 COMPUTER OPERATIONS & TECHNICAL SUPPORT									
2.2.001	22001	System Monitoring Records Files created to monitor computer systems such as tape activity logs, etc.	AV		AV				

<p>Retention Codes (Field 7)</p> <p>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</p>	<p>Archival Codes (Field 8)</p> <p>A – Transfer to State Archives R – Review by State Archivist</p>
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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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			Agency	Storage	Total				

2.2.010	22010	Data Processing Policies and Procedures Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US + 3		US + 3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item 2.1.009		
2.2.015	22015	History Files - Web Sites A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV	The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.016	22016	Software Registrations, Warranties & License Agreements	LA + 3		LA + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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			Agency	Storage	Total				

CATEGORY 3: EMPLOYMENT RECORDS

3.1 EMPLOYEE RECORDS									
3.1	31050	Employee Personnel File a) Application for Employment (3.1.002) b) Insurance File (3.1.011) c) Proof of Training (3.1.027) d) Employee Deduction Authorization (3.2.001) e) Income Adjustment Authorizations – used to make increases or decreases to employees' gross pay, FICA, retirement, or in computation of taxes (29CFR 516.6(c)) f) W-4 Forms (3.2.005) g) participation in educational programs, workshops, or college classes; or for other work related activities for which the expenses of the employee are defrayed or reimbursed. (3.3.023) h) Employee recognition records if any (3.1.037) i) Direct Deposit Application/Authorization (3.2.008)	AC + 5		AC + 5				Files contain confidential and open records. Restricted access AC=Termination of Employment 29 CFR 1602.31

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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			Agency	Storage	Total	9. Remarks		

3.1 continued		Employee Personnel File (continued) j) 3.1.020 Personnel Corrective Action Documentation (corrective action are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance) k) 3.1.021 Personnel Disciplinary Action Documentation (Disciplinary actions are those actions which may affect pay, status, or tenure) l) 3.1.022 Personnel Information or Action Form 1) Merit Increase Memo 2) Promotion Memo 3) Reclassification Memo 4) Reallocation Memo 5) Temporary Assignment Memo 6) Create, change, inactivate position m) 3.1.038 Public Access Option Form (electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Govt Code 552.024 n) 3.3.020 Work Schedules/Assignments (Alternative Work Schedule; Designate Headquarters memos; Secondary Employment)					Files contain confidential and open records. Restricted access AC=Termination of Employment 29 CFR 1602.31	

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 515		3. Agency Name Texas State Board of Pharmacy							
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			Agency	Storage	Total				
3.1 continued		o) 3.2.004 – Income Adjustment Authorizations – Used to make increases or decreases to employees’ gross pay, FICA, retirement, or in the computation of taxes	2		2		29 CFR 516.6(c)		
3.1.001	31001	Applications & Resumes of People Not Hired (applications, resumes, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures or in the employment advertisement)	2		2		29 CFR 1602.31		
3.1.006	31006	Employee Counseling Records (notes, memos, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level).	AC + 3		AC + 3		AC = termination of counseling. File may contain confidential and open 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	
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 515		3. Agency Name Texas State Board of Pharmacy							
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				

3.1.012	31012	Employment Opportunity Announcements (internal or external announcements or advertisements of job openings, promotions, training programs or opportunities for overtime)	2	2	29 CFR 1602.31		
3.1.013	31013	Employment Contracts & Volunteer/Intern Agreements	AC + 4	AC + 4	AC = expiration or termination of contract according to its terms		
3.1.014	31014	Employment Selection Records (includes notes of interviews with candidates and all other documents that document the selection process)	2	2	29 CFR 1602.31 Does not include criminal history background checks. See 3.1.026		
3.1.018	31018	Grievance Records (records relating to the review of employee grievances against personnel policies, working conditions, etc.)	AC + 2	AC + 2	AC = final decision on the grievance		
3.1.019	31019	Performance Appraisals / Evaluations	2	2	29 CFR 1620.32(c)		
3.1.023	31023	Position / Job Descriptions	US + 4	US + 4	40 TAC 815.106(i)		
3.1.024	31024	Physical Examinations/Medical Reports (Confidential Medical Records including: Workers Compensation claims, FMLA documentation of fitness is required)	AC + 2	AC + 2	AC = Until Superseded or Termination of Employment Does not include pre-employment physical exams.		

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

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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	31026	Criminal History Checks (Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety)	AC		AC	AC = The criminal history record has served the immediate purpose for which it was obtained. Information is destroyed after it is used for the immediate purpose for which it was obtained.		
3.1.029	31029	Employment Eligibility, Documentation or Verification of Federal Reporting Form (INS I-9)	AC + 1		AC + 1	8 CFR 274a, 2(b)(2)(i)(A) and (c)(2) AC = Termination of employment Caution: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation from employment, whichever is later.		
3.1.031	31031	Employee Benefits - Other than Insurance (Agency copies of information relating to the selection of available benefit options other than insurance)	AC + 2		AC + 2	AC = Until superseded or termination of employment. Caution: documents that serve as payroll deduction authorizations must be maintained as prescribed in 3.2.001.		
3.1.034	31034	Resumes – Unsolicited	AV		AV			
3.2 PAYROLL								
3.2.002	32002	Employee Earning Records	FE + 4		FE + 4	40 TAC 815.106(i)		

Retention Codes (Field 7)	Archival Codes (Field 8)
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SLR 105

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

3.2.003	32003	Federal Tax Records a) FICA Records b) B) W2s & 1099s	AC + 4		AC + 4	26 CFR 31.6001 - 1(e)(2) AC = Tax due date, date claim is filed, or date tax is paid whichever is later.		
3.2.007	32007	Unemployment Compensation Records	AC + 5		AC + 5	AC = After Claim Settled		
3.2.009	32009	State Deferred Compensation Records	AC + 5		AC + 5	AC = Distribution plan has been filed and the distribution plan is complete		
3.3 PERSONNEL ADMINISTRATION								
3.3.001	33001	Affirmative Action Plans	5		5	29 CFR 30.8(e) for apprenticeship plans		
3.3.004	33004	Benefit Plans Employee benefit plans such as TexFlex; pension; life ; health & disability insurance; deferred compensation, etc.	US + 1		US + 1	29 CFR 1627.3(b)(2)(Employees Retirement System)		
3.3.011	33011	Former Employee Verification Records	AC + 75		AC + 75	Min info needed to verify employment (name, ss#, dates of employment & last known address.) AC = Termination of employment		
	33007	Credentials (enforcement badges)	AV		AV	Termination of employment with TSBP		
3.3.015	33015	Position/Job Classification Review File Records relating to reviewing and monitoring of job classifications within an agency	US + 3		US + 3			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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			Agency	Storage	Total				

3.3.022	33022	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC pertaining to employees	3		3				
3.3.024	33024	Personnel Policies & Procedures Internally distributed manuals, guidelines or similar records that define agency wide policies & procedures concerning the personnel of an agency.	US + 3		US + 3		Employee Handbook		
3.3.026	33026	Agency Staffing Report Full Time Equivalent (FTE) Reports to State Auditor	US + 3		US + 3				
3.3.028	33028	Aptitude and Skills Tests (Applicant Tests Papers)	US + 2		US + 2		29 CFR 1602.31		
3.3.029	33029	Aptitude And Skills Tests (Test Key)	AC + 2		AC + 2		AC = as long as the test is used by the agency. 29 CFR 1602.31		
3.3.030	33030	Training Administration Records (Instructional materials and other records associated with in-house training of an agency personnel on personnel policies & procedures and other policies & procedures that govern an agency's programs, services, or projects)	US + 2		US + 2		Orientation Manuals		

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

3.3.031	31031	EEO-4 Reports and Supporting Documentation	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48 & 1602.50		
3.4 TIME AND LEAVE RECORDS								
3.4.002	34002	Leave Status Report Employee Leave Balances	FE + 3		FE + 3			
3.4.006	34006	Time Sheets	FE + 4		FE + 4	40 TAC 815.106(i) Open with restricted access		
3.4.008	34008	Sick Leave Pool Documentation	FE + 3		FE + 3			

CATEGORY 4: FISCAL RECORDS

4.1 WORKSHEETS, DETAIL INFORMATION ON ECONOMIC EVENT OR TRANSACTION								
4.1.001	41001	Accounts Payable Information	FE + 3		FE + 3			
4.1.004	41004	Encumbrance Detail / Purchase Orders	FE + 3		FE + 3			
4.1.007	41007	Transfers or Budget Revisions	FE + 3		FE + 3			
4.1.008	41008	Electronic Fund Transfers & Warrant Registers, Direct Deposit Registers (USAS reports 19003, 19123 & 19803)	FE + 3		FE + 3			
4.2 DOCUMENTS OF ORIGINAL ENTRY								
4.2.001	42001	Cash Deposit Voucher	FE + 2	1	FE + 3		92-515-003	
4.2.002	42002	Cash Receipts Includes receipts for fees (permits, licenses, renewals, etc.)	FE + 3		FE + 3	Receptionist keeps receipt log for customers requesting a receipt.		

Retention Codes (Field 7)

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

4.2.003	42003	Cash Receipts & Deposit Log	FE + 3		FE + 3	Excel Log for recording batch numbers and deposit numbers		
4.2	42005	Purchase Voucher 5.3.002 Freight Bills Paid; 5.3.003 Freight Claims; 5.3.004 Order Acknowledgements; 5.3.005 Packing Slips; 5.2.019 Service Orders; 5.5.001 Billing Detail - Telecommunications (Other than TEX-AN); In addition to summary detail, includes any accompanying detailed listing of long distance calls. 5.5.006 Billing Detail - (TEX-AN) 5.5.007 Disputed Call Documentation Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for long distance use 5.1.007 Requisitions for In-Agency/Inter-Agency Copy/Printing Service (UT; TXDOT)	FE + 1	2	FE + 3	Filed with purchase orders	92-515-004	
4.2.006	42006	General Journal Voucher (Accounts Payable & Encumbrances)	FE + 1	2	FE + 3		97-515-006	

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2. Agency Code	515	3. Agency Name				Texas State Board of Pharmacy			
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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				

4.2.007	42007	Expenditure Vouchers (travel, payroll, etc) a) Travel Vouchers b) Payroll Vouchers	FE + 1	2	FE + 3		98-515-012	
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4.3 JOURNALS OR REGISTERS

4.3.003	43003	Expenditures Voucher Log	FE + 3		FE + 3			
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4.4 LEDGERS

4.4.001	44001	General Ledger (USAS)	FE + 3		FE + 3	Archived to zip file after FE + 1		
4.4.002	44002	Accounts Receivables Subsidiary Ledgers a) Returned Checks Receivable (includes checks deemed uncollectible (4.7.003) b) Evidence Advances Receivable c) Fines Receivable (Subsidiary Ledgers) d) Petty Cash Receivables	FE + 3		FE + 3			
4.4.004	44004	Employee Savings Bond Ledgers	FE + 3		FE + 3			

4.5 REPORTS

4.5.001	45001	Worksheets for preparing reports (annual financial report & non-financial Report)	FE + 3		FE + 3			
4.5.002	45002	Internal Fiscal Management Reports a) Internal Operating Budget b) estimated revenue analysis	FE + 3		FE + 3	Developmental tool		

Retention Codes (Field 7)

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Archival Codes (Field 8)

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

4.5.003	45003	Annual Financial / Nonfinancial Report	AC + 6		AC + 6	AC = September 1 st of odd-numbered calendar years		
4.5.005	45005	External Fiscal Reports a) Historically Under utilized Reports b) set aside exceptions c) special reports	FE + 3		FE + 3	Special purpose reports		
4.5.006	45006	Annual Operating Budget	FE + 3		FE + 3			
4.5.007	45007	USAS Reports - Daily	FE + 3		FE + 3	Archived to zip file after FE + 1		
4.5.008	45008	USAS Reports – Monthly	FE + 3		FE + 3	Archived to zip file after FE + 1		
4.5.009	45009	USAS Reports – Annual	FE + 3		FE + 3	Archived to zip file after FE + 1		
4.6 DOCUMENTS SHOWING COMPLIANCE WITH SYSTEM OF INTERNAL CONTROL								
4.6.002	46002	Reconciliations	FE + 3		FE + 3			
4.7 OTHER								
4.7.001	47001	Accounting Policies & Procedures Manual	US + 3		US + 3			
4.7.007	47007	Detail Chart of Accounts	FE + 3		FE + 3	One for all accounts in use for a year		
4.7.009	47009	Fixed Asset Sequential Number Log	US + 3		US + 3			

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

4.7.012	47012	Signature Authorizations signature cards or similar records establishing authority of a TSBP employee to initiate or authorize financial transactions on behalf of TSBP	US +FE + 3		US +FE + 3				
	47014	USAS System Security Data (Confidential Tax/Vendor Information Agreement)	AC + 5		AC + 5	AC = as long as user has access			

CATEGORY 5: SUPPORT SERVICES

5.1 GENERAL									
5.1.001	51001	Contracts & Leases	AC + 4		AC + 4	AC = After expiration or termination of the instrument according to its terms			
5.1.004	51004	Mail & Telecommunication Listings Any mailing address, telephone or fax number or e-mail addresses maintained by the TSBP	US		US				
5.1.013	51013	Insurance Policies (Agency Vehicles)	AC + 4		AC + 4	AC = expiration or termination of the policy according to its terms			
5.2 FACILITY MANAGEMENT									
5.2.007	52007	Damage Reports Reports of damage to state property	FE + 3		FE + 3				
5.2.009	52009	Equipment inventory Detail Report Forms	FE + 3		FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code	515	3. Agency Name	Texas State Board of Pharmacy		
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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				

5.2.014	52014	Inventory, Annual Physical (SPA) SPA over \$5,000 plus controlled items	FE + 3	FE + 3					
5.2.015	52015	Notices of Equipment Removed from Inventory	FE + 3	FE + 3					
5.2.017	52017	Lost or Stolen Property Report	FE + 3	FE + 3					
5.2.021	52021	Surplus Property Sale Report	FE + 3	FE + 3					
5.2.023	52023	Year-To-Date Activity (Inventory Listing) (Additions, changes, transfers, changes of information within the inventory system.)	FE + 3	FE + 3					
5.2.027	52027	Space Utilization Reports	AV	AV					
5.3 PURCHASING									
5.3.007	53007	Bid Documentation Includes purchase requisition/authorization, invitation to bid or propose, bid specifications, and bid tabulations/evaluation.	FE + 3	FE + 3					
5.3.008	53008	Purchasing Log (Log, register, etc. providing a record of purchase orders)	FE + 3	FE + 3					
5.3.009	53009	Requests for Information Requests for information preliminary to the procurement of goods or services by direct purchase or bid	FE + 3	FE + 3					

<p><i>Retention Codes (Field 7)</i></p> <p>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</p>	<p><i>Archival Codes (Field 8)</i></p> <p>A – Transfer to State Archives R – Review by State Archivist</p>
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			Agency	Storage	Total						

5.4 RISK MANAGEMENT									
5.4.001	54001	Accident Report & Associated Documentation	CE + 5		CE + 5	29 CFR 1904.33. The Texas Workforce Commission retains copies of the reports submitted to it for 50 years.			
5.4.002	54002	Evacuation Plans	US		US				
5.4.003	54003	Inspection Records Fire, safety & other inspection records of agency facilities & equipment	AC + 3		AC + 3	AC = inspection or date of correction of deficiency, if inspection report reveals a deficiency.			
5.4.004	54004	Fire Orders Orders issued by Fire Marshal to correct deficiencies in the fire code.	AC + 3		AC + 3	AC = deficiency corrected			
5.4.007	54007	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program	5		5	Tex. Health & Safety Code, Subsection 502.009(g)			
5.4.008	54008	Hazard Communication Plans (in Risk Management Plan)	US + 5		US + 5	Texas Health and Safety Code, 502.009(g)			
5.4.010	54010	Material Safety Data Sheets	AC		AC	AC = after sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
5.4.012	51012	Security Access Records Includes key logs, signature authorizations, code lists, access logs, etc.	AC + 2		AC + 2	AC = until superseded, date of expiration, or date of termination, whichever sooner			
5.4.013	54013	Disaster Preparedness & Recovery Plan	US		US				

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2. Agency Code	515	3. Agency Name					Texas State Board of Pharmacy				
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			Agency	Storage	Total						

	54014	Employee Safety/Risk Incident Report	AC + 4		AC + 4	AC = until it becomes part of another record series (workers' compensation, complaint, grievance) or Termination of Employment		
5.5 TELECOMMUNICATIONS								
5.5	55001	Telephone Message Books	1		1			
5.6 VEHICLES								
5.6.004	56004	License & Driving Record Checks	AC		AC	AC = until superseded or until termination of employment		
5.6.005	56005	Vehicle Use Reports Includes mileage, fuel/oil consumption, passengers carried & other related operational information	LA + 3		LA + 3			
5.6.007	56007	Vehicle Titles & Registrations	LA		LA			
5.6.009	56009	Parking Permits or Assignments	US		US			

CATEGORY 7: LICENSING RECORDS

7.0 COMMON AREAS								
	70000	Change of Employment, Address, (includes interns, applicants, pharmacists, technicians)	FE + 1		FE + 1	Paper only		

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Archival Codes (Field 8)

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	70001	Routine Correspondence (may include verification letters, requests for information or duplicate licenses, missing item notifications, lists/label requests)	FE + 2		FE + 2				
	70002	Returned permits & mail extract files	AV		AV				
	70003	Criminal History Checks of Licensing Applicants	AV		AV				
	70004	Duplicate & canceled applications	AV		AV				
7.1 PHARMACIST APPLICANT RECORD									
	71003	Applicant files – Incomplete Includes applicants who are not eligible to take the MPJE (Multistate Pharmacy Jurisprudence Examination) or NABPLEX (North American Pharmacist Licensure Examination)	AC + 2		AC + 2		Contents contain open and confidential records. AC = date of last item received.		
	71004	Applicant files - Complete Includes no shows, exam failures, passed applicants but lacks hours, intern records	AC + 2		AC + 2		Contents contain open & confidential records. AC = date of exam eligibility; date of last exam; date internship hours are complete; or date licensed -whichever date is later.		

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			Agency	Storage	Total				

	71006	Pre-Applicant Information - No Applicant File (no exam application has been submitted and no applicant file exists - information may include:) 1. Intern Hours 2. Graduation Affidavit 3. Score Transfer Notification 4. NABP (National Association of Boards of Pharmacy) Notification	AV		AV					
7.2 PHARMACIST										
	72001	License File (paper copy) (includes original licensing information, renewals, name changes, intern records)	AC	10	AC + 10		AC = Image scan date Files contain confidential & open records. 72001 is record copy until its destruction date. At time of destruction, 72002 is record copy.	98-515-008		
	72002	License File (Imaged) (includes original licensing information, renewals, name changes)	AC + 100		AC + 100		AC = License Issued Date Records will be recreated every 10 years. Retention of 100 years is necessary because that is the amount of time an entity could be licensed. (NOTE: compact disc of imaged files maintained by IT)			
	72003	CE Audit Materials (including reactivations)	AC		AC		AC = Audit is closed			

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Archival Codes (Field 8)

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			Agency	Storage	Total				
	72005	Preceptor Application Forms	FE + 2		FE + 2				
	72006	Voided Wall Certificates	AC + 1		AC + 1		AC = License Expiration Date		
7.3 PHARMACY									
	73000	Pending Applicant File – Incomplete	AC + 1		AC + 1		AC = date of application. Contains open & confidential records		
	73001	License File (paper)	AC	5	AC + 5		Contains open & confidential records AC = image scan date	98-515-009	
	73002	License File (imaged)	AC + 5		AC + 5		Contains open & confidential records AC = Closed + end of fiscal year Records will be recreated every 10 years. 73001 is record copy until its destruction date. At time of destruction, 73002 is record copy (NOTE: compact disc of imaged files maintained by IT)		A7
7.4 PHARMACY TECHNICIAN									
	74001	Pharmacy Technician File – Paper Copy (contains preliminary application and subsequent renewal applications, name changes)	AC	10	AC + 10		AC = image scan date Files contain confidential and open records. 74001 is record copy until its destruction date. At time of destruction, 74002 is record copy	06-515-014	

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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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	515	3. Agency Name					Texas State Board of Pharmacy				
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						

	74002	Pharmacy Technician File - Imaged (contains preliminary application and subsequent renewal applications, name changes)	AC + 100		AC + 100	AC = License Issuance Date Files contain confidential and open records. Retention of 100 years is necessary because that is the amount of time an entity could be licensed. (NOTE: compact disc of imaged files maintained by IT)		
	74004	CE Audit Materials	AC		AC	AC = audit is closed		
7.5 INTERN RECORD								
	75001	Applicant files – Incomplete Includes applicants who have applied to be an intern but are not approved	AC + 1		AC + 1	AC = Application Date		
	75002	Registered Intern – Complete (paper)	AC + 2		AC + 2	AC = Intern Expiration Date unless candidate moves to Pharmacist Applicant		
	75003	Registered Intern – Complete (computerized)	AC + 100		AC + 100	AC = Intern Certification Date		
CATEGORY 8: ENFORCEMENT RECORDS								
	81006	Compliance Inspection Records	AC + 5		AC + 5	Files contain confidential and open records. AC = completion of Inspection.		

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

	81008	Documents Relating to Class D Pharmacies (i.e. requests for expanded formulary; requests for alternative visitation schedule)	AC + 2		AC + 2	AC = Expiration Date of Document		
	83002	Disciplinary Orders (paper, electronically stored)	AC	75	AC + 75	Files contain confidential and open records. Restricted access. AC = after electronically stored Transfer Disciplinary Orders beginning in 2051. Disciplinary Orders entered between 1907 & 1976 compiled with archival material (Board Meeting Minutes) which renders these particular orders archival.	92-515-002	
	83003	Adjudication Files ¹ (pharmacists, pharmacies, interns, technicians) (If license/registration not revoked, retired, canceled, or denied)	AC + 3	2	AC + 5	AC = Termination of All Sanctions (paper) Transcripts will be removed from file & sent to Archivist to review (1.1.073)	05-515-013	
	83005	Worksheets	AV		AV	Appraised as non-archival, 8/11/99. File contains confidential & open records		
	83006	Investigative Documents Not Related to a Complaint	AV		AV			

¹ Definition Adjudication file is a complaint that resulted in a disciplinary order.

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

	83009	Evidence for Disciplinary Hearings	AC + 90 days		AC + 90 days	Paper, Drug Containers AC=close of complaint/case, unless the case is appealed or unless license is revoked, in which case, AC = completion of appeal process or challenged to default proceeding, or license reinstated		
	83010	Adjudication Scheduling Records	FE + 1		FE + 1			
	83011	Complaints Not Relating to Criminal History and/or License Application File (Pharmacists, Pharmacies, Interns, Technicians)	AC	5	AC + 5	AC = Close of Complaint Paper & computer	93-515-005	
	83012	Complaint Files Relating to Criminal History and/or License Application (pharmacists, interns, pharmacies)	AC	2	AC + 2	AC = Image Scan Date After Close of Complaint paper	10-515-016	
	83013	Complaint Files Relating to Criminal History and/or License Application (pharmacists, interns, pharmacies)	AC + 100		AC + 100	AC = Image Scan Date Images & computer. Retention of 100 years is necessary because that is the amount of time an entity could be licensed. (records will be recreated every 10 years) (NOTE: compact disc of imaged files maintained by IT)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 515		3. Agency Name Texas State Board of Pharmacy							
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				

	83014	Technician Complaint Files Relating to Criminal History and/or Registration Application	AC	2	AC + 2	AC = Image Scan Date After Close of Complaint (paper) (records will be recreated every 10 years)	10-515-015	
	83015	Technician Complaint Files Relating to Criminal History and/or Registration Application	AC + 100		AC + 100	AC = Image Scan Date Images & computer. Retention of 100 years is necessary because that is the amount of time an entity could be licensed. (records will be recreated every 10 years) (NOTE: compact disc of imaged files maintained by IT)		
	83016	Complaint Closed Due to Application Being Withdrawn or "jurisdictional issues"	AC	20	AC + 20	AC = Close of Complaint paper & computer		
	83020	Adjudication Files of Interns, Pharmacists, Pharmacies, Technicians (that are revoked, retired, cancelled, or denied)	AC	20	AC + 20	AC = Image Scan Date (paper). 83020 is the record copy until its destruction date. At time of destruction, 83021 is the record copy.		
	83021	Adjudication Files of Interns, Pharmacists, Pharmacies, Technicians (that are revoked, retired, cancelled, or denied)	AC + 100		AC + 100	AC = Image Scan Date (records will be recreated every 10 years) (imaged & computer) Retention of 100 years is necessary because that is the amount of time an entity could be licensed. (NOTE: compact disc of imaged files maintained by IT)		

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 515		3. Agency Name Texas State Board of Pharmacy							
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				

	83022	Criminal History Evaluation File (paper) In accordance with HB 963. Acts of the 81 st Legislature Session	AC		AC	AC = Image Scan Date. 83022 is the record copy until its destruction date. At time of destruction, 83023 is the record copy.		
	83023	Criminal History Evaluation File (image) In accordance with HB 963. Acts of the 81 st Legislature Session	AC + 100		AC + 100	AC = Image Scan Date (Records will be recreated every 10 years.). Retention of 100 years is necessary because that is the amount of time an entity could be licensed. (NOTE: compact disc of imaged files maintained by IT)		

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