



December 3, 2008

Mr. Brian Creath
Executive Assistant
Board of Examiners of Psychologists
333 Guadalupe, #2-450
Austin, TX 78701

RE: Board of Examiners of Psychologists
Retention schedule due last working day of December 2011.

Dear Mr. Creath:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.

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

During a certification period, state regulations (13 TAC §6.4) also require the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of December 2011. If you have any questions, call the information analyst assigned to your agency, Jed Rogers, at 512-421-7206.

Sincerely,

Dr. Michael Heskett
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Sherry Lee

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

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Texans*



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 520
Texas State Board of Examiners of Psychologists

(Check one)

- Initial Certification - Form SLR 105
X Recertification - Form SLR 105
Amendment - Form SLR 122

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

(Check one)

- X Agency Head
Records Management Officer

Signature Sherry L. Lee

Name (Print or type) Sherry L. Lee

Date August 9, 2007

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature Not Required at This Time
Name (Print or type)
Date

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

Signature Peggy D. Rudd
Name (Print or type) Peggy D. Rudd
Date 12/2/08

Recertification No. 3 Amendment No.

Texas State Records Retention Schedule
4th Edition

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 16

2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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				

ADMINISTRATIVE RECORDS									
1.3.001	1.1	Agency Publications	PM		PM		Agency of origin retains the permanent record copy and sends required copies to the publications Clearinghouse, Texas State Library (Texas Gov't. Code 441.103)		
							It is agency policy to retain longer than TSLAC minimum.		

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

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists								
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	1.5	Attorney General Opinions	AV		AV	E	E = Archival code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library & Archives Commission, October 3, 2000.		
1.1.010	1.7	Directives	US+1		US+1				
1.1.038	1.8	Customer Survey	FE+3		FE+3	R	R = Review by Executive Director required before disposal.		
1.1.004	1.10	Legislative Appropriations Requests	AC+6		AC+6	A	AC = September 1 of odd-numbered years		

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Records Retention Schedule

SLR 105

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			Agency	Storage	Total				

1.1.057	1.13	Transitory Information	AC		AC	AC = Purpose of record has been fulfilled.		
1.1.058	1.17	Board Meeting Minutes and Agenda	PM		PM	A Agency of origin retains permanent record copy. The archival requirement will be met by sending a copy to the State Archives.		
	1.21	Records of Complaints against Licensees	AC + 5	150	AC+155	AC = After complaint has been settled. O = Paper destroyed after microfilmed		
1.1	1.22	Complaint File Summary	PM		PM		92-520-005	

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Records Retention Schedule

SLR 105

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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			Agency	Storage	Total				

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.1.001	1.31	Contracts and Leases	AC+4		AC+4	AC = Expiration or Termination of the instrument according to its terms		
1.1.008	1.42	Correspondence - General	FE+1		FE+1			
1.2.008	1.51	Disposal of Public Records RMD 102	FE+3		FE+3	Texas State Library keeps PM		
1.2.010	1.52	Disposition Log	20		20			
	1.54	Examination Forms	AC+75		AC+75	AC = change in status due to death, retirement, non-payment, resignation, revocation, etc...		

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Records Retention Schedule

SLR 105

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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				

	1.55	Examination Records	AC+75		AC+75	AC = change in status due to death, retirement, non-payment, resignation, revocation, etc...		
5.1.004	1.56	Mail Lists and Telecommunication Logs	US		US	Mailing lists are included in this record series.		
1.1.020	1.61	Open Records Requests - Not Exempted	AC+1		AC+1			
	1.62	Open Records Requests - Exempted	AC+2		AC+2	AC = Date of denial of request		

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

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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				

	1.63	Open Records Requests - Unpaid	AC+5		AC+5	The agency is allowed to deny open records requests from requestors who have unpaid balances with the agency. It is the agency's policy to keep these records separate.		
1.1.068	1.71	Performance/Funds Mgmt. Report	AC+6		AC+6	AC = September 1 of odd-numbered years		
1.2.012	1.81	Records Inventory Worksheets	US		US			
1.2.005	1.82	Records Retention Schedule	US		US	Original is retained permanently by the Records Management Division, Texas State Library		

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Records Retention Schedule

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists								
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	1.91	Audits	AC+7		AC+7	AC = Publication or release of final audit findings. State Auditor's Office retains the permanent record copy.		
1.1.055	1.93	Strategic Plans	AC+6		AC+6 A	Agency of origin retains the permanent record copy and sends required copies to the Publications Clearinghouse, Texas State Library.		

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Records Retention Schedule

SLR 105

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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				

1.1.068	1.94	Key Performance Measures	AC+6	AC+6	E	AC = September 1 of odd-numbered calendar years E = Archival code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library and Archives Commission, October 3, 2000.		
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Records Retention Schedule

SLR 105

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists								
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	1.2	Rules and Regulations	PM		PM	E	E = Archival review code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library and Archives Commission, October 3, 2000. It is agency policy to retain longer than TSLAC minimum.		
	1.3	Rules History Files	PM		PM				
		<u>FISCAL RECORDS</u>							

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Records Retention Schedule

SLR 105

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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	2.11	Annual Financial Reports	AC+6		AC+6	AC = September 1 of odd-numbered calendar years.		
4.5.001	2.12	Worksheets for Annual Financial Reports	FE+3		FE+3			
2.2.011	2.31	Batch Logsheets	FE+3		FE+3			
4.2.001	2.41	Deposit Vouchers	FE+1	2	FE+3			
4.2.006	2.43	General Journal Voucher	FE+3		FE+3			
4.2.005	2.61	Purchase Vouchers	FE+1	2	FE+3			
4.5.002	2.71	Reports - Monthly	FE+1	2	FE+3	For accounting purposes it is the agency's policy to retain agency item numbers 2.71 and 2.72 as separate items.		

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Records Retention Schedule

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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				

4.5.002	2.72	Reports - Quarterly and Annually	FE+4		FE+4	For accounting purposes it is the agency's policy to retain agency item numbers 2.71 and 2.72 as separate items. Records will be disposed of at calendar year end.		
4.3.003	2.81	Expenditure USAS Report (DAFR report 7410)	FE+3		FE+3			
		<u>PERSONNEL FILES</u>						

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Records Retention Schedule

SLR 105

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2. Agency Code 520		3. Agency Name Texas State Board of Examiners of Psychologists							
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3.1	3.11	Current Employee Files (Employee's insurance file, position/job description, documentation of citizenship (I-9), W-4 Forms, time sheets, new hire information, application, performance evaluations.	AC+5		AC+5	AC = Termination of Employment		
3.1.001	3.12	Applications for Employment - Not Hired	AC+2		AC+2	AC = Date position closed		
3.3011	3.13	Former Employee Verification Records	AC+75		AC+75	AC = Termination of Employment		
3.1.021	3.14	Personnel Disciplinary Actions	AC+5		AC+5			
3.1.019	3.15	Personnel Performance Reports	AC+5		AC+5	29 CFR 1620.32.(c)		

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			Agency	Storage	Total				

3.1.035	3.21	Surety Bonds	AC+4		AC+4		AC = Expiration or termination of the bond according to its terms.		
1.1.023	3.30	Organizational Charts	US		US	A	Included with agency publications. Archival requirement will be met by sending copies of those publications to the Publications Clearinghouse, Texas State Library.		
		<u>PROFESSIONAL RECORDS</u>							
	4.11	Applicant Files - Active	AC		AC		AC = Until professional or voided		
	4.14	Applicant Files - Rejected	CE+3	2	CE+3				

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SLR 105
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	4.15	Applicant Files - Voided	CE+1		CE+1				

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	4.21	Professional Files	AC	150	AC+150	<p>Original microfiche is stored at SRC for 150 years.</p> <p>93-520-006</p> <p>AC = change in status due to death, retirement, non-payment, resignation, revocation, etc...</p> <p>O = Paper destroyed after microfilmed</p> <p>Master - SRC</p> <p>Dup. - Agency</p>	O	
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					Agency	Storage	Total					9. Remarks

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