



June 21, 2018

Dr. Stephen Luk  
Secretary/Treasurer  
Texas State Anatomical Board  
PO Box 195895  
Dallas, TX 75219

Re: Agency records retention schedule approved for use.

Dear Dr. Luk,

Lorenzo de Zavala  
State Archives and  
Library Building

Your agency's records retention schedule is approved for use as of June 8, 2018. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrm/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street  
Austin, Texas  
78701

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. The destruction of any records of your agency not on your schedule requires special authorization from us.

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

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 every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of June, 2023.

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

*Commission Chairman*  
Michael C. Waters

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, Benjamin Barlow at 512-512-463-5448 or [bbarlow@tsl.texas.gov](mailto:bbarlow@tsl.texas.gov).

*Members*  
Sharon T. Carr  
F. Lynwood Givens  
Larry G. Holt  
Martha Wong

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.

*Director and Librarian*  
Mark Smith

Sincerely,

Craig Kelso  
Director and State Records Administrator

*Assistant State Librarian*  
Gloria Meraz

cc: Agency head

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*



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 528

Agency Name Anatomic Board of the State of Texas

(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 Stephen Luk

Name (Print or type) Stephen Luk

Date 02/13/2018

### 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)

Date

Gloria Meiaz

Gloria Meiaz

6/19/18

Cert/Recert No. 8

Amendment No. \_\_\_\_\_

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## CAUTION

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

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





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

SLR 105  
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end  
 FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

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

| 1. Agency Code: 528 |                           | 2. Agency Name: State Anatomical Board |  |              |                     |        |      |   |              |   |                     |
|---------------------|---------------------------|--|--|--------------|---------------------|--------|------|---|--------------|---|---------------------|
| 3. Agency Item No.  | 4. Record Series Item No. | 5. Record Series Title                 | 6. Description   | 7. Ret. Code | 8. Retention Period |        |      | 9. AC Definition                                    | 10. Archival | 11. Remarks   | 12. Legal Citations |
|                     |                           |  |  |              | Years               | Months | Days |   |              |   |                     |
| 1                   | 1.1.002                   | Audits                                 | External Audit Reports   | AC           | 7                   |        |      | AC = Publication or release a final audit findings. |              | The record copy of any audit performed by the state auditor's office is retained permanently by the agency.   |                     |
| 2                   | 1.1.006                   | Complaint Records                      | Complaints received by the agency from the public concerning the agency and records pertaining to the resolution of the complaint. | 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 (litigation files). |                     |



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|                     |                           |  |   |              | Years               | Months | Days |                  |              |   |                     |
| 3                   | 1.1.007                   | Correspondence-Adminstrative           | Incoming outgoing and Internal correspondence, in any format, 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                   |        |      |                  | R            | 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 in this 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. |                     |
| 4                   | 1.1.008                   | Correspondence - General               | Non-Administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services or projects of an agency.  |              | 2                   |        |      |                  |              | See comment to item number 1.1.007. See Also item number 1.1.010.   |                     |



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| 5                   | 1.1.014                   | Legal Opinions and Advice              | From agency legal counsel or the Atty. Gen., including any requests eliciting the opinions. | AV           |                     |        |      |                  | R            | CAUTION: does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048. |                     |



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|                     |                           |  |   |              | Years               | Months | Days |  |              |   |                     |
| 6                   | 1.1.057                   | Transitory records                     | Are not essential to the film and statutory obligations documentation of agency functions. Some examples of transitory information, which can be in any medium (voicemail, fax, email, hardcopy, etc.) are routine messages; telephone message notification; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routing information used for communication, but not for the documentation, of a specific agency transaction | AC           |                     |        |      | AC = Purpose of record has been fulfilled. |              | CAUTION: Records management officers should use caution in assigning this record series item number to records of an agency to make certain they are not part of another record series listed in this schedule or, for record series unique to an agency, are not part of a record series that documents the government of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information 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). |                     |



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|                     |                           |  |  |              | Years               | Months | Days |                  |              |   |                     |
| 7                   | 1.1.058                   | Meeting Agenda and Minutes             | Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. | PM           |                     |        |      |                  | I            | Agency retains permanent record copy. The Archive requirement will be met by sending a copy to the Archives and Information Service Division, Texas State Library and Archives Commission. CAUTION: This record series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions and councils which by law or the Biannual Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administrating agency. |                     |





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| 8                   | 1.2.005                   | Records Retention Schedule (SLR 105)   | Agency Copy. Formally RMD 105. Includes Documentation of Certification and Approval – Forms SLR 105C (Formerly RMD 105C) and/or SLR 115.  | US           |                     |        |      |  |              | Original is retained permanently by the State and Local Records Management Division, Texas State Library and Archives Commission. |                            |
| 9                   | 1.2.010                   | Records Disposition Logs               | Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing record series title, dates of records, and date destroyed or transferred |              | 20                  |        |      |  |              |   |                            |
| 10                  | 3.1.035                   | Performance Bonds                      | Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position with the terms of a contract with the agency.   |              |                     |        |      |  |              | CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028.                                    | Government Code, 441.1855. |
| 10a                 |                           | Performance Bonds                      | a)Executed, renewed, or amended on or after September 1, 2015.  | AC           | 7                   |        |      | AC = Expiration or termination of the bond according to its terms. |              |   |                            |
| 10b                 |                           | Performance Bonds                      | b)Executed, renewed, or amended on or before August 31, 2015.   | AC           | 4                   |        |      | AC = Expiration or termination of the bond according to its terms. |              |   |                            |



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| 11                  | 3.3.023                   | Reimbursable Activities                | Requests and Authorizations to Engage in Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed. | FE           | 3                   |        |      |                  |              |   |                     |
| 12                  | 4.1.001                   | Accounts Payable Information           |  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 13                  | 4.1.002                   | Billing Detail                         | Provides itemized billing records for services rendered.   | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 14                  | 4.2.005                   | Purchase Vouchers                      | Requisitions, orders, receiving reports, invoices, or statements, change orders, etc.  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 15                  | 4.2.006                   | General Journal Vouchers               |  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |



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| 16                  | 4.4.001                   | General and Subsidiary Ledgers         |  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 17                  | 4.4.002                   | Accounts Receivable Ledgers            |  | AC           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 18                  | 4.4.003                   | Accounts Payable Ledgers               |  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 19                  | 4.5.003                   | Annual Financial Reports               | Required by the General Appropriations Act (100 Day Report).   | PM           |                     |        |      |                  |              | Agency Policy.  |                     |
| 20                  | 4.6.001                   | Balancing Records                      |  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 21                  | 4.6.002                   | Reconciliations                        |  | FE           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 22                  | 4.6.003                   | Cash Counts                            |  | FE           | 3                   |        |      |                  |              |   |                     |
| 23                  | 5.1.004                   | Mail and Telecommunications Listings   | Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves. | US           |                     |        |      |                  |              |   |                     |



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|                     |                           |  |  |              | Years               | Months | Days |                  |              |   |                     |
| 24                  | 5.1.005                   | Postage Records                        | Records and reports of postage expenses, including postal meter usage.   | FE           | 3                   |        |      |                  |              |   |                     |
| 25                  | 5.1.012                   | Charge Schedules/Price Lists           | Schedules of prices changed by an agency for services to the public or other agencies, including any documentation used to determine the charges.                      | US           | 7                   |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 26                  | 5.2.014                   | Inventory - Annual Physical            | Property, equipment, supplies verification.  | FE           | 3                   |        |      |                  |              |   |                     |
| 27                  | 5.5.002                   | Long-Distance Telephone Logs           | Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long-distance facsimile or electronic transmissions. | AV           |                     |        |      |                  |              | Agency Policy Based on Federal Office of Management and Budget (OMB) Circular a-21. |                     |
| 28                  |                           | Donor Records - Anatomical Forms       | This record series consists of completed bequeathed forms and cadaver information for people who have donated their bodies.  | PM           |                     |        |      |                  | A            |   |                     |