



July 16, 2015

Mr. Thomas "TJ" Wasden
Records Management Officer
Department of Family and Protective Services
2323 Ridgpoint Drive
Austin, TX 78754

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Mr. Wasden:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 2 to your agency's 3rd recertification of your records retention schedule is approved for use as of Friday, July 10, 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,

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, John J. Specia, Jr.

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.530/530



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 530
Agency Name Department of Family & Protective Services

(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) Thomas W. Wasden, Jr.

Date August 26, 2014 4/16/15

Section 2. Approvals

(Submitting agencies do not write in this section)

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

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

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

Signature
Name (Print or type) _____
Date 07-10-15

Cert/Recert No. 3 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.





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 530		3. Agency Name Department of Family & Protective Services								
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.	

	3199	Investigation Record - Disposition of Ruled-Out/Risk Indicated (CIR) - Closed after complete invstgtn, Ruled-Out, high or very high risk present, no service authorization.	AC	5	AC+5	AC=Case closed.		83	3199	C
	3199.2	Investigation Record - Disposition of Ruled-Out/No Risk Indicated (CIS) - Closed after complete invstgtn, Ruled-Out, high or very high risk present, service authorization.	AC	5	AC+5	AC=Case closed				N
	3197	Investigation Record - Disposition of Ruled-Out/No Risk/No Service Authorization (CIU) - Closed after complete invstgtn, Ruled-Out, low or moderate risk, no service authorization.	AC	18 mo	AC+18 mo	AC=Case closed		82	3197	C
	3197.1	Investigation Record - Disposition of Ruled-Out/No Risk/With Service Authorization (CIV) - Closed after complete invstgtn, Ruled-Out, low or moderate risk, service authorization.	AC	5	AC + 5	AC=Case closed		82	3197.1	C

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

Amendment Codes (Field 12)

N – New
C – Changed
D – Deleted



State and Local
Records Management

P.O. Box 12927
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78711.2927

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78756

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Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
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Larry G. Holt
Wm. Scott McAfee
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Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

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inspiring tomorrow.*

December 17, 2014

Mr. Thomas "TJ" Wasden
Records Management Officer
Department of Family and Protective Services
2323 Ridgepoint Drive
Austin, TX 78754

Re: Agency records retention schedule amendment approved for use

Dear Mr. Wasden:

Amendment 1 to your agency's 3rd recertification of your records retention schedule is approved for use as of Monday, December 15, 2014. 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.

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.

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.

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.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, John J. Specia, Jr.

R01.530/530

BA



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 530
Agency Name Department of Family & Protective Services

(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)* Thomas W. Wasden, Jr.
 Date August 26, 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 _____
 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 12-15-2014

Cert/Recert No. 3 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.





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code		530		3. Agency Name		Department of Family & Protective Services					
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.	

4.	5.	6.	7.			8.		10.	11.		12.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival		106 No.	Page No.	Agency Item No.	Amend. Type
	3193.1	Inventory Report of Stock Items	FE	1	FE+1				66	3193	C
	3193.2	Statewide Intake Contacts - Calls, eReports, Mail, and Faxes	AC	2	AC+2	AC=Conclusion of Call			69	3193	C
	3186.1	Operations: All Types, Closed with Legal Actions	AC	25	AC+25	AC=At Closure of Operation			81	3186	C
	3199.1	Case Record - Alternative Response	AC	5	AC+5	AC=Case Closed					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	N – New	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	C – Changed	
	LA – Life of Asset	US – Until Superseded		D – Deleted	



March 18, 2014

Mr. Thomas "TJ" Wasden
Records Management Officer
Department of Family and Protective Services
2323 Ridgepoint Drive
Austin, TX 78754

RE: Agency records retention schedule approved for use

Dear Mr. Wasden:

Your agency's records retention schedule is approved for use as of March 10, 2014. 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 **March 2017**.

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.texas.gov.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, John J. Specia, Jr.

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

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78756

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Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
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Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.530/53



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 530
Agency Name Texas Department of Family & Protective Services

(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) Thomas Wasden
Date 7/30/13

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 [Handwritten Signature]
Name (Print or type)
Date 03-10-2014

Cert/Recert No. 3 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 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

AGENCY WIDE – ALL DIVISIONS									
1.1	3031	Tracking Records - Activity	AV		AV	Must maintain minimum of a year			
1.1.006	3032	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 complaint. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of Litigation Records.			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 2 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3033	Administrative Correspondence – Incoming/outgoing and internal, confidential or sensitive correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services projects, and administrative regulation.	FE	4	FE+4	R	CAUTION: This record series and General Correspondence should be used only for correspondence that is not included in or directly related to another records series in the schedule.	93-530-013	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 3 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.008	3034	General Correspondence - 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 the agency.	2		2		CAUTION: This record series and Administrative Correspondence should be used only for correspondence that is not included in or directly related to another records series in this schedule.		
1.1.010	3035	Directives - Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US+1				



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 4 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.1.013	3036	Desk Calendars/ Appointment Books - Desk Calendars/ Appointment books, and similar records, purchases with state funds, that document appointments, itineraries, and other activities of an agency official or employee. 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.	CE+1		CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 5 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.023	3037	Organization Charts	US		US	A		
1.1.024	3038	Plans and Planning Records - Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency 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 a plan.	
1.1.038	3039	Customer Surveys- Surveys returned by the customers or clients of an agency rating an agency's performance.	AC		AC		AC=Final disposition of summary reports.	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 6 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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	3040	Speeches and Papers - Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC+2		AC+2	R	AC=End of term in office or termination of service in a state position.		
1.1.041	3041	Suggestion System Records - Suggestions submitted by agency personnel and responses.	1		1				
1.1.043	3042	Training Materials - Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1				



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 7 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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	3043	Registration Logs - Logs used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commissions.	AC		AC		AC=Report filed with Texas Ethics Commission.		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 8 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.1.057	3044	<p>Transitory Messages - Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency, or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation of a specific agency transaction.</p>	AC		AC		AC=Communication purpose fulfilled; exercise caution in use. The disposal of transitory information does not need to be documented on destruction Form 4712/4706 sign-offs, or in records disposition log Form 4713.		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 9 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

1.1.063	3045	Staff Meeting Minutes - Minutes of internal agency staff meetings during which formal minutes are taken.	1		1				
1.1.065	3046	Reports and Studies (Non-Fiscal) - Raw data information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV				



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 10 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3047	Reports and Studies (Non-Fiscal) – Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency’s programs, services, or projects compiled by agency personnel, by advisory committees, or by consultant under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 11 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.069	3048	Activity Reports - Activity reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, tasks completion times, number of public contacts, and similar activities.	1		1			
5.1.004	3050	Mail and Telecommunication Listings	US		US			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 12 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.1.014	3051	Office Procedures – Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop photocopy ordering instructions.	Us+1		Us+1				
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 13 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.015	3052	Correspondence Tracking Records - Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the US Postal Service or by private couriers.	1		1				
5.4.011	3053	Visitor Control Registers - Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3				



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 14 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

5.4.012	3054	Security Access Records - Records relating to the issuance of keys, identification cards, building passes, passwords, or similar instruments of access to agency facilities or equipment.	AC	2	AC+2		AC=Until superseded, date of expiration, or date of termination, whichever is sooner.		
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02 COMMISSIONERS OFFICE									
1.1	3055	Executive Administrative Files	FE	10	FE+10	R		94-530-025	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 15 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3056	Meeting Agenda and Minutes – Official agenda and minutes of state boards, committees, commission, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM	PM	PM	A	Executive Office maintains in hard copy for FE+2. Microfilm Master copy stored at the State Records Center, duplicate at agency, Hard copy transferred to State Archives after microfilming.	02-530-064	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 16 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.1.059	3057	Meetings, Certified Agendas or Tape Recording of Closed Meetings- Certified agendas or tape recording of closed meetings of state boards, commissions, committees, and councils.	AC+2		AC+2	Texas Government Code, Section 551.104(a) AC=The date of the meeting or completion of pending action involving the meeting, whichever is later.		
1.1.060	3058	Board Audio and Videotapes or Meeting Notes of Open Meetings - Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC+90 Days		AC+90 Days	AC=Approval of written minutes by the governing body of agency. Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meeting of governing body in lieu of written minutes. The proceeding of all meetings of state boards, committees, commissions, and councils must be redacted to writing.		



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 17 of 111

2. Agency Code		530		3. Agency Name							Department of Family and Protective Services	
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				

02 COMMISSIONERS OFFICE – INTERNAL AUDIT

1.1.002	3014	Audits – Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.			AC+7		AC+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.		
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02 COMMISSIONERS OFFICE – LEGAL SERVICES

	3078	Diligent Search Unit – Support Documentation			CE	2	CE+2			02-530-066	
	3079	Hearing Case Files			AC	5	AC+5		AC=Final decision.	96-530-044	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 18 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3288	Administrative/Subject Correspondence - Training documentation and evaluation to support training legal staff.	AC+1	2	AC+3		AC=Completion of training.	97-530-046	
	3289	Case Records - Investigation (RTB) documentation and evaluation to support training of legal staff.	AC+1	2	AC+3		AC=Completion of training.		
1.1	3080	Agency Rule Work Files	AV		AV				
1.1.014	3081	Legal Opinion and Advice - From agency legal counsel or the Attorney General, including any request eliciting the opinions.	AV		AV	R			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 19 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

1.1.020	3082	Public Information Requests - Not Exempted Includes all correspondence and documentation relating to requests for records that are furnished to the public.	AC+1		AC+1		AC=Date request fulfilled.		
1.1.021	3083	Public Information Requests - Exempted Includes all correspondence and documentation relating to requests for records that are denied under exceptions to the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC=Date request denied.		



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 20 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.1.026	3084	Texas Register Submissions - Copies of all proposed, withdrawn, emergency, and adopted rules; open meeting notices; or any other documents required by law to be submitted to the Texas Register.	AC+1		AC+1		AC = Date of publication in Texas Register.		
1.1.048	3085	Potential Litigation	2	3	5	R		00-530-061	



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 21 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.048	3086	Litigation Files - Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit	AC+ 6MO	19yr+ 6MO	AC+20	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 motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable in a lawsuit). For cases that set legal precedent or contain historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	95-530-038	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 22 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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	3077	Alternative Dispute Resolution (ADR) / Final Written Agreement - 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.		
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02 COMMISSIONERS OFFICE – LEGAL SERVICES – ADMINISTRATIVE SERVICES

	3087	Contract Legal Review - Legal review of contracts	AC	5	AC+5		AC=After review of contract.		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 23 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

5.1.001	3088	Contracts Client Services - Contracts for Client Services (STATE Office/Region), Interagency Agreements (State office/Region), Professional Services & Consultants (State Office)	AC	4	AC+4		AC=Expiration/Termination of Contract.		
03 DEPUTY COMMISSIONERS OFFICE – CENTER FOR CONSUMER AND EXTERNAL AFFAIRS – COMMUNICATION									
1.1.019	3059	Press Releases - News or press releases issued by the agency.	2		2	R			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 24 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.066	3060	Annual Agency Narrative Report (Non-Fiscal) - Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6	AC+6	A	AC=September 1 of odd-numbered calendar years. Archival requirement met by sending copies to Texas State Library and Archives Commission, Texas State Publication Depository Program.		
1.3	3061	Agency Historical Publication Files	AV		AV	R			



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SLR 105

Form SLR 105C must accompany this form.

1 Page 25 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.3.001	3062	Agency Publication - Information in any format that is produced by the authority of or at the total or partial expense of a state agency or is required under law by the agency, and is publicly distributed.	AC+2		AC+2	AC=Until superseded or obsolete. For serial publications issued in successive parts bearing numerical or chronological designations, from the date of release of the next part in the series. Copy to the Texas State Library and Archives Commission, Government Code, Section 441.101.		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 26 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.3.002	3063	Publication Development Files- Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all worked performed both inside and outside the agency.	AV		AV	R		
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03 DEPUTY COMMISSIONERS OFFICE – CENTER FOR CONSUMER AND EXTERNAL AFFAIRS – CONSUMER AFFAIRS

1.1.043	3002	Training, Education, and Public Service Videos – Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1			
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 27 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

3.1.039	3001	Ombudsman Records – Consultation records, notes, letters, memos, email, reports and other documentation.	AC	2	AC+2	AC=Final decision or matter closed.	95-530-030	
	3004	Volunteer Records	AC+FE	2	AC+FE+ 2	AC=Any volunteer that: 1 was not approved according to their background check results; 2 resigned; 3 was terminated; or 4 failed to maintain communication in over one year.		

03 DEPUTY COMMISSIONERS OFFICE – CENTER FOR CONSUMER AND EXTERNAL AFFAIRS – GOVERNMENT RELATIONS



STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 28 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				
1.1.027	3003	Proposed Legislation - Drafts of proposed legislation and related correspondence.	AV		AV				
03 DEPUTY COMMISSIONERS OFFICE - CENTER FOR POLICY AND INNOVATION - POLICY INNOVATION									



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 29 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3006	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 or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	20	AC+20	R	AC=Completion or termination of program, rules, polices or procedures. M=Microforms filmed after closed. Paper destroyed after filming. Microfiche= 1984-1996 Microfilm rolls began 1997. Master stored at the State Records Center, duplicate stored at agency.	99-530-057	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 30 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.1.071	3282	Agency Rules, Policies, and Procedures – Working Files Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern any agency’s programs, services, or projects.	Ac	5	AC+5	R	AC=Completion or termination of program, rules, policies or procedures.		
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03 DEPUTY COMMISSIONERS OFFICE – CENTER FOR POLICY AND INNOVATION – TRAINING



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 31 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.043	3010	Training Material – Instructional materials developed by an agency for training entities or individuals it regulates or services.	US+1		US+1				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 32 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

3.3.030	3011	Training Administration Records - Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects. To include registration database, class evaluation, sign-in rosters.	AC	2	AC+2		AC=Completion of Class		
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03 DEPUTY COMMISSIONERS OFFICE – CENTER FOR PROGRAM COORDINATION – WORK AND TIME ANALYSIS



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 33 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.065	3012	Random Moment Time Study (Raw Data) - Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV			
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 34 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3013	Work Measurements and Time Studies – Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency’s programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	1	2	3	R	93-530-033	
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04 CHIEF OPERATING OFFICER – CENTER FOR LEARNING & ORGANIZATIONAL EXCELLENCE



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 35 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3018	Training Curriculum - Instructor guides; participants workbooks and handouts; on the job training (OTJ) checklists; computer-based training curricula; exams; social work CEU approved courses	US	2	US + 2		US=Until Superseded. Curricula are stored electronically and backed up to a CD. The electronic files are kept in secure storage cabinets. Revisions to curricula are saved with the material's name and date (such as CPS Basic Skills Development, June 2007).		
	3190	Registration Records - Sign-in sheets; assessments (tests)	AC	2	US + 2		AC=Completion of class		

04 CHIEF OPERATING OFFICER - CONTRACT OVERSIGHT & SUPPORT



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 36 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

	3015	Waivers – State Office procurement conflict of interest, other policy waivers.	AC	5	AC+5	AC=Expiration/Termination of Contract		
	3016	Single Audit Reports (SO)	AC	5	AC+5	AC=Expiration/Termination of contract Note: Due to HHSC consolidation, DFPS will no longer be responsible for this function effective 9/1/02.		
4.5.005	3101	HUB – External Fiscal Reports	FE	4	FE+4			

04 CHIEF OPERATING OFFICER – INFORMATION RESOURCE MANAGEMENT



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 37 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

2.2.013	3017	Quality Assurance Records – Information verifying the quality of system, hardware, or software operation including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, check of changes put into production, transaction histories and other records needed as an audit trail to evaluate data accuracy.	AC		AC		AC=No longer needed as an audit trail for any records modified.		
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04 CHIEF OPERATING OFFICER – INFORMATION RESOURCE MANAGEMENT – APPLICATION DEVELOPMENT & MAINT



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 38 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.2.003	3098	Forms History Files - Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC+1		AC+1		AC=Form no longer used.		
1.2.004	3020	Forms Inventory - Any periodic listing of all forms used internally or externally by an agency.	US		US				



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SLR 105

Form SLR 105C must accompany this form.

1 Page 39 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

2.1.001	3021	Processing Files	AC		AC	<p>AC=Completion of 3rd update cycle except for:</p> <p>a) Raw data input or source file which serves as basic resource document, follow the retention period approved for the equivalent type of textual record or AV whichever is longer.</p> <p>b) Routine or benchmark data file used in testing a system or program, retain AV.</p> <p>c)File which facilitates processing of a particular job or system run, but which does change the information in a master file, retain AV.</p>		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 40 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.002	3022	Master Files	AC		AC	AC=Completion of 3 rd update cycle except for: a)Data file which replaces or serves in lieu of a textual record, follow retention period approved for equivalent type textual record b)Output data file extracted from system solely to produce printed reports or other publications, retain AV.		
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SLR 105

Form SLR 105C must accompany this form.

1 Page 41 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3023	Software Programs - Automated software application and operating system files including job control language, program listening/source code, etc. Caution: If an electronic record is scheduled for permanent retention, software needed for access to the record must also be retained permanently.	AC		AC		AC=Unit electronic records are transferred to and made usable in new software environment or there are no electronic records being retained using that software to read records. 13 TAC 6.94(a)		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

2.1.009	3024	Technical Documentation – Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC		AC	AC=Unit electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records retained to meet an approved retention period that require the documentation to be retrieved and read. TAC 6.94.		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 43 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.2.001	3025	System monitoring Records - Electronic files or automated logs created to monitor computer system such as print spool logs, console logs, tape activity logs, Etc.	AV		AV				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 44 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

2.2.010	3026	IT 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			
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1 Page 45 of 111

2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

2.2.011	3027	Batch Data Entry Control Records - Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC		AC		AC=When reconciliation confirmed.		
5.3.009	3028	Requests for Information - Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		

04 CHIEF OPERATING OFFICER – INFORMATION RESOURCE MANAGEMENT - OPERATIONS									
	3029	Requests for IT Services	AC	2	AC+2		AC=Request Closed. Series includes eMAC system request.	93-530-011	



STATE OF TEXAS
Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				
1.2.015	3030	Disaster Recovery Service Transmittals - Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

2.1.008	3064	Hardware Documentation – Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. If an electronic record is scheduled for permanent retention, hardware documentation needed for access to the record must also be retained permanently.	AC		AC		AC=Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records retained using that software to read the records. 13 TAC 6.97(a).		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

2.1.010	3065	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 log.	AC		AC		AC=All audit requirements have been met.		
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

2.1.011	3066	Finding Aids, Indexes, and Tracking Systems - Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	AC		AC		AC=The related hard copy or electronic records have been destroyed.		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

2.2.002	3067	Chargeback Records to IT Services Users - Records used to document, calculate costs and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE	3	FE+3			
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.2.004	3068	Computer Job Schedules and Reports - Schedules or similar records showing computer jobs to be run and other reports by computer operation programmers of work performed.	3 MO		3 MO				
2.2.012	3069	Output Records for Computer Production - Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV		AV				
5.2.010	3070	Equipment Manuals	LA		LA				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.2.011	3071	Equipment Warranties	AC+1		AC+1	AC=Expiration of warranty.		
5.5.001	3072	Billing Detail - Telecommunications (Other than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3	FE+3		97-530-048	
5.5.003	3073	Station Activity Reports - Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV			



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.5.004	3074	System Activity Reports - Internal listing of all incoming/outgoing agency telephone activity.	AV		AV				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.5.006	3075	Billing Detail - Telecommunications (TEX-AN) Retention period applies only to TEX-AN billing detail received by an agency from the General Services Commission before June 1, 1994. In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3	FE+3		NOTE: Since 5/94, BSC maintains TEX-AN long distance records for 4 years and provides the agency a bill summary. 1 TAC 121.2(f).		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.5.007	3076	Disputed Call Documentation - Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance calls.	FE	3	FE+3				
	3193	Custodianship of Equipment - AM01-TL for Leased equipment or AM01 for DFPS Owned equipment	US		US		US=Until Superseded or until the equipment is no longer in the inventory		

04 CHIEF OPERATING OFFICER – MANAGEMENT SUPPORT

	3089	Printing Budget Tracking Database	US		US				
	3091	Project Files	FE	5	FE+5			94-530-021	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.024	3092	Business Plans - Plans and records relating to the process of planning new or redefined programs, services or projects of an agency 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.		
1.1.038	3093	Survey of Organizational Excellence - Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC+3		AC+3		Ac = Final disposition of remaining report.		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

1.1.055	3094	Strategic Plans - Information resources and operation strategic plans prepared in accordance with Section 2054.095 and 2056.002, Government Code.	AC	6	AC+6	A	AC=September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.065	3095	Project Reports - Raw Data	AV		AV		NOTE: Some may be confidential.		
1.1.067	3096	HUB- External Non-Fiscal Reports	FE	3	FE+3	R			



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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	3097	Management Analysis & Project Reports - Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	FE+3		FE+3	R	NOTE: Some may be confidential.		
1.2.003	3019	Forms History Files	AC+1		AC+1		AC= Form no longer used.		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

1.2.004	3099	Forms Inventory	US		US				
1.2.015	3100	Disaster Recovery Service Transmittals (RMD109)	FE+1		FE+1				
5.1.007	3102	Requisitions for In-Agency/Inter-Agency Copy/Printing Service - Includes work processing and data processing.	AV		AV				
5.4.013	3103	Disaster-Preparedness & Recovery Plan	US		US				

04 CHIEF OPERATING OFFICER - MANAGEMENT SUPPORT - MANAGEMENT REPORTING AND STATISTICS

	3110	XIX Targeted Case Management (Raw Data)	AV		AV				
	3111	Foster Care Time Study (Raw Data)	AV		AV				
	3112	Program Statistics	FE	5	FE+5				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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	3113	Agency Performance Measure Documentation - Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan.	FE	5	FE+5				
1.1.068	3114	Reports on Performance Measures - Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices.	AC	6	AC+6	AC=September 1 of odd-numbered calendar years.			

04 CHIEF OPERATING OFFICER - MANAGEMENT SUPPORT - RECORDS MANAGEMENT



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

	3115	Microfilm Daily Production Logs, Monthly Production Logs, Microfilm Monthly Box Tracking Report	AV		AV				
	3116	Records Storage Database	US		US				
	3117	DFPS Transfer of Records Request - Form 4706	AC	2	AC+2	AC=Date of authorization for destruction, permanent transfer from storage or date records have been microfilmed.			
	3118	Microfilm Control Sheets Database	US		US				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3210	Adoption Registry	AC		AC	AC=After applicant requests their name to be removed from registry, or after 99 years, whichever comes first.		
1.2.001	3119	Request to Dispose of DFPS Records (Form 4712) - Authorizations to destroy agency records.	FE	3	FE+3			
1.2.005	3120	DFPS Certified Records Retention Schedule (105)	US		US	NOTE: Original kept permanently by Texas State Library, State and Local Records Management Division.		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.2.006	3121	TSL-Records Transmittal Forms (RD 101) - Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2	AC+2	AC=Date of authorization for destruction, permanent transfer from storage, or transfer to Archives and Information Division, Texas State Library and Archives Commission, by the agency records administrator.		
1.2.008	3122	TSL-Request for Authority to Dispose of State Records (RMD 102)	FE	3	FE+3			



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.2.010	3123	DFPS Records Disposition Log (Form 4713) - Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10				
1.2.011	3124	TSL-Records Center Storage Approval Forms (RMD 108).	US		US				



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

1.2.012	3125	DFPS Records Retention Schedule Change Form (Form 4711) - To include Records Inventory Worksheet.	US		US				
1.2.013	3126	Records Control Locator Aids - Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC		AC=When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	3127	Records Management Plans	US+1		US+1				



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

	3191	Forms & Pubs Monthly Order Cycle Requests	FE	1	FE+1				
	3192	Low Stock Alerts	FE	3	FE+3				
	3193	Inventory Report of Stock Items	FE	1	FE+1				

04 CHIEF OPERATING OFFICER - PROGRAM SUPPORT

5.2.010	3128	Equipment Manuals	LA		LA				
5.2.011	3129	Equipment Warranties	AC+1		AC+1		AC=Expiration of warranty.		
5.2.027	3130	Space Utilization Reports	AV		AV				
5.6.003	3131	Vehicle Inspection Repair and Maintenance Records	LA+1		LA+1				



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

5.6.005	3132	Vehicle Use Reports - Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE+3		FE+3				
5.6.007	3134	Vehicle Titles & Registrations.	LA		LA				
04 CHIEF OPERATING OFFICER - PROGRAM SUPPORT - ASSET MANAGEMENT									
4.7.004	3104	Capital Asset Records	LA	3	LA+3				
4.7.009	3105	Fixed Asset Sequential Number Log	US	3	US+3				
5.2.006	3106	Certificates of Property Destruction	FE	3	FE+3				



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.2.008	3107	Equipment History File - Equipment Service Agreements - Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repairs logbooks, etc.	LA	3	LA+3			
5.2.014	3108	Inventory - Annual physical property, equipment, supply verification	FE+1	2	FE+3			
5.2.021	3109	Surplus Property Sale Report	FE+1	2	FE+3			

04 CHIEF OPERATING OFFICER - PROGRAM SUPPORT - STATEWIDE INTAKE



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SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

	3193	Statewide Intake Contacts - Calls, eReports, Mail, and Faxes.	AC	2	AC+2		AC=Conclusion of Call		
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05 CHIEF FINANCIAL OFFICER - ACCOUNTING

	3135	CPS Children's Funds Management Accounting Records - See 08 Child Protective Services.	FE	5	FE+5				
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.1.001	3136	Accounts Payable	FE	5	FE+5	Paper destroyed after filming. Master stored at the State Records Center, duplicate stored at agency. 93-530-001 (M) 04-530-071 (P) NOTE: Some records may be confidential.	04-530-071(P) 93-530-001(M)	
4.1.002	3137	Billing Detail	FE	5	FE+5	NOTE: Some records may be confidential.		
4.1.003	3138	Canceled Checks/Stubs/Warrants/Drafts	FE	5	FE+5	NOTE: Some records may be confidential.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.1.005	3139	Inventory & Other Cost Files Production, job, labor, quotes, pricing, specifications, etc.	FE	5	FE+5				
4.1.007	3140	Transmittal of Funds/Cost Centre Transfer	FE	5	FE+5			02-530-065	
4.2.001	3141	Cash Deposit Vouchers - Cash Deposit Slips.	FE	5	FE+5		NOTE: Some records may be confidential.	03-530-069	
4.2.003	3142	Daily Cash Receipt Logs	FE	5	FE+5				
4.2.005	3143	Purchase Vouchers - Requisitions, orders, receiving reports, invoices, or statements, change orders, etc.	FE	5	FE+5		NOTE: Some records may be confidential.		
4.2.006	3144	General Purchase Vouchers	FE	5	FE+5		NOTE: Some records may be confidential.		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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	3145	Expenditure Vouchers - Travel, payroll, etc.	FE	5	FE+5	NOTE: Some records may be confidential.		
4.3.002	3146	Receipts Journals or Registers	FE	5	FE+5			
4.3.003	3147	Expenditures Journals or Registers	FE	5	FE+5			
4.4.001	3148	General and Subsidiary Ledgers	FE	10	FE+10	Retained in agency until fiscal year end. Paper destroyed after microfilm. Master copy stored at the State records Center, duplicate copy stored at the agency.	96-530-036	
4.4.002	3149	Accounts Receivable Ledgers	FE	5	FE+5			



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

4.4.002	3150	Accounts Receivable	FE	5	FE+5		Paper destroyed after filming. Master copy stored at the State Records Center, duplicate copy stored at agency. NOTE: Some records may be confidential.	93-530-007	
4.4.003	3151	Accounts Payable Ledgers	FE	5	FE+5				
4.4.004	3152	Employees Saving Bond Ledgers	FE	5	FE+5				
4.6.001	3153	Balancing Records	FE	5	FE+5				
4.6.002	3154	Reconciliations	FE	5	FE+5			03-530-070	
4.6.003	3155	Cash Counts	FE	5	FE+5				
4.7.001	3156	Accounting Policies and Procedures Manual	US	3	US+3				



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Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

4.7.002	3157	Bank Statements	FE	5	FE+5			
4.7.003	3158	Returned Checks/Warrants/Drafts (Uncollectible)	AC	3	AC+3		AC=After deemed uncollectible.	
4.7.005	3159	Claim Files	AC	3	AC+3		AC=Resolution of claim.	
4.7.006	3160	Comptroller Statements	FE	5	FE+5			
4.7.007	3161	Detail Chart of Accounts - One for all accounts in use for a fiscal year.	FE	5	FE+5			
4.7.011	3162	Texas Facilities Commission Statements (TFC) - Charge or bill statements received by agencies from the TFC for services provided.	FE+5		FE+5			



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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	3163	Signature Authorizations - Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US+FE	3	US+FE+3				
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05 CHIEF FINANCIAL OFFICER - BUDGET AND FEDERAL FUNDS

	3164	Program Budget Documentation Files	FE	5	FE+5			95-530-032	
	3165	Project Evaluations	AC	10	AC+10		AC=Project Completion.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

1.1.004	3166	Legislative Appropriation Requests - Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency. Note, only copies of supporting documentation submitted to the Legislative Budget Board are archival.	AC	6	AC+6	A	AC=September 1 of odd-numbered years. The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
4.1.004	3167	Encumbrance Detail	FE	5	FE+5				
4.5	3168	Budget Working Files	FE	5	FE+5			93-530-055	
4.5.001	3169	Worksheets for Preparing Fiscal Reports	FE	5	FE+5				



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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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	3170	Internal Fiscal Management Reports - Includes agency monthly budget reports.	FE	5	FE+5			97-530-047	
4.5.003	3171	Annual Financial Reports - Required by the General Appropriations Act (100 Day Report)	AC	6	AC+6		AC=September 1 of odd-numbered calendar years.		
4.5.005	3172	External Fiscal Reports - Special purpose - i.e. federal financial reports, salary reports, etc.	FE	5	FE+5				
4.5.006	3173	Annual Operating Budgets - Required by the General Appropriations Act.	FE	5	FE+5				



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2. Agency Code		530		3. Agency Name						Department of Family and Protective Services	
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						

4.7.008	3174	Federal Grant Records	AC+3		AC+3		AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		
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06 ADULT PROTECTIVE SERVICE

	3175	In-Home Investigation and Services Case Records - With Admin Case records with Administrative Review or Hearing (APR) (ASR)	AC+CE+ 2	3	AC+CE+ 5		HRC, §48.101. AC=Decision rendered/litigation resolved.		
	3176	Facility Investigation Case Records (APF)	AC	20	AC+20		AC=Case Closed		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3177	Aging Out Child (AOC)	AC+2	3	AC+5	HRC, §48.101. AC=Case closed.		
	3178	Other Agency Investigation Reports	FE	5	FE+5	HRC, §48.101.		
	3179	TDMHMR Appeals & Reviews	AC+5		AC+5	HRC, §48.101. AC=Case closed.		
	3180	In-Home Investigation and Services Case Records (ACP) (ASR)	AC+2	3	AC+5	HRC, §48.101. AC=Case closed.		
	3186	Operating Operations - Licensed and Certified Operations	4	2	6	Some of these records are subject to the Public Information Act after de-identification.	94-530-023	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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	3181	Facility Appeal/Review Process Records - Documentation of the appeal and review processes.	FE+5		FE+5	R			
5.1.001	3182	Contracts and Procurement Records	AC	4	AC+4		AC=Expiration of contracts.		
	3194	Guardianship	AC	7	AC+7		AC=Case Closed		
07 CHILD CARE LICENSING									
	3183	Operations: All types, closed with no legal actions. Any type of operation that was closed with no legal action	AC	10	AC+10		AC=At Closure of Operation		
	3184	Administrator License - Revoked or Denied	AC+FE	10	AC+FE+10		AC = At Time of Revocation or Denial FE = Fiscal Year End		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3185	Administrator License - Application with no Issuance	AC	2	AC+2		AC=		
	3186	Operations: All types, closed with legal actions	AC	25	AC+25		AC = At Closure of Operation		
	3187	Administrator License - Closed	AC+FE	4	AC+FE+4		AC = Incomplete applications, approved applicant fails to take exam, administrators who fail to renew their license will be lapsed, Withdraws, Deceased		
	3188	Investigations - All Reason to Believe Dispositions	AC	20	AC+20		AC=Completion of Investigation		
	3189	Investigations- All other dispositions	AC	10	AC+10		AC=Completion of Investigation		

08 CHILD PROTECTIVE SERVICES



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3196	Information and Referral Calls/NCRSR - Non-case related special requests; includes unknown case inquiries.	AC	6MO	AC+6MO		AC=Requests/Inquiry complete.		
	3197	Investigation Record - CIU Disposition of Ruled-Out/No Risk/No Service Authorization	AC	18MO	AC+18M O		AC=Case closed.		
	3197.1	Investigation Record - CIV Disposition of Ruled-Out/No Risk/Service Authorization	AC	5	AC+5		AC=Case closed.		
	3198	Investigation Record - CAA Closed Administratively After Assignment/No Service Authorization	AC	18MO	AC+18M O		AC=Case closed.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

	3198.1	Investigation Record - CAS Closed Administratively After Assignment/Service Authorization.	AC	5	AC+5	AC=Case closed.		
	3199	Case Records - Investigation (CIR) Disposition of Ruled-Out/Risk Indicated	AC	5	AC+5	AC=Case closed.		
	3200	Case Records - Investigation (CIO) Investigations Closed/Other. Includes Disposition of Reason to Believe (RTB), Unable to Determine (UTD), and Moved (MOV) (CIO).	AC	5/Y18	AC+5/Y18	AC=Case closed. 5 years or until the youngest principal in the case turns 18, whichever period is longer. For RTB of Sustained Perpetrator see 3200.1		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

	3200.1	Case Records - Investigation (RTB) Investigations Closed/Other. Disposition of Reason to Believe for Sustained Perpetrator (RTB).	AC	20	AC+20	AC=Case closed.		
	3200.2	Investigation Record: Case Records - Investigation or Family Preservation, Closed with Disposition of Reason to Believe and Allegation Severity of Fatal	AC	99	AC+99	AC=Case Closed.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

	3201	Case Records - Family Preservation (OPS) Family Preservation - Ongoing Protective Services (OPS)	AC	5/Y18	AC+5/Y18	AC=Case closed. 5 years or until the youngest principal in the case turns 18, whichever period is longer.	93-530-016	
	3202	Adoption/Foster Home - Inquiry Only (AHI) (FHI)	AC	3	AC+3	AC=Case closed.		
	3203	Casework - Released Special Request (CCR) - Includes Court Ordered Social Studies, Out of Town/State Inquiries, Courtesy Interviews, and Adoption Service Requests (CCR).	AC	3	AC+3	AC=Case closed.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3204	Adoptive Home Record (AHR) - No Placement Made/Disrupted before consummation (AHR).	AC	5	AC+5	AC=Case closed.		
	3205	Foster Home Records (FHR)	AC	5	AC+5	AC=Case closed.		
	3206	Interstate Compact on Placement of Children Administrative Files - ICPC Client Case Records (ICPC).	AC	1	AC+1	AC=Case closed. HRC, §48.101.		
	3207	Foster and Adoptive Home Records with Family Concerns	AC	20	AC+20	AC=Case closed.		



STATE OF TEXAS

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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

	3208	Case Records - Investigation (CWA) Intake Closed Without Assignment for Investigation (CWA).	AC	18MO	AC+18M O		AC=Case closed.		
	3209	CPS children's Funds Management Accounting Records - Includes banking records, accounts receivable, and accounts payable (NOTE: For accounting records see 05 Chief Financial Officer - Accounting)	FE	5	FE+5				
	3211	Policy Development Files	US	10	US+10	R		96-530-037	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3212	Adoption/Conservatorship Memorabilia Files	AC		AC	AC=Released to authorized children.		
	3213	Adoption Case Records - Includes Adoption Subsidy Records (PAD) for Adoptions handled by DFPS (ACH), Adoptive Homes Consummated (AHC), and Post-adoption Records (PAR).	AC	99	AC+99	AC=After consummation/case closed. Hard copy destroyed after microfilm. Master stored at the State Records Center, duplicate stored at agency. After 9/1/96 part of case record maintained electronically.	93-530-005	



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SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

	3214	Conservatorship Case Records (CVS) - Includes Temporary Substitute Care, Family Reunification, Long Term Substitute Care, Foster Care Financial Assistance	AC	99	AC+99		AC=Case Closed.	93-530-003	
5.1.001	3215	Contracts and Procurement Records	AC	4	AC+4		AC=Expiration of contracts.		
	3225	Texas Law Enforcement Telecommunications System (TLETS) Records - Records with TLETS checks	AC	5	AC+5		AC=After Closure		

08 CHILD PROTECTIVE SERVICES - PURCHASED CLIENT SERVICES



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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		

1.1.070	3216	PCS Program Policies, Procedures, Rules - Handbooks, manual, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	R	AC=Completion or termination of program, rules, policies or procedures.		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

	3500	Child Abuse Prevention and Treatment Act (CAPTA) Evaluation Team Data Files	AC+2	7	AC+9		AC=Report Delivery		
	3501	CAPTA Evaluation Team Reports	AC+2	20	AC+22		AC=Report Delivery		
08 CHILD PROTECTIVE SERVICES - PURCHASED CLIENT SERVICES - PREVENTION & EARLY INTERVENTION									
	3217	PEI Program Records - Federal	AV		AV		HRC, §48.101.		
	3218	PEI Program Records - Non-Federal	AV		AV		HRC, §48.101.		
1.1.065	3219	Client and Program Service Data Records - Raw Data	FE+2		FE+2		Raw data records input into Purchase Client Services database.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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	3220	Client and Program Service Records - Federal Project Reports Annual, sub-annual, or special reports or studies on or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	FE+3		FE+3	R		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

1.3.002	3221	Campaign and Media materials - Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. this includes all work performed both inside and outside the agency.	AV		AV	R			
4.7.008	3222	Federal Grant Records	AC+3		AC+3		AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		

08 CHILD PROTECTIVE SERVICES - PURCHASED CLIENT SERVICES - RESIDENTIAL & STATEWIDE CONTRACTS



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.1.001	3223	Contracts	AC	5	AC+5		AC=Expiration or termination of the instrument according to terms.		
5.3.009	3224	Requests for Information - Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
09 ENTERPRISE ADMINISTRATION - HHSC - CIVIL RIGHTS									
1.1	3283	Compliance Reviews	3		3				



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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

1.1.056	3230	ADA (Americans with Disabilities Act) Documentation - Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3		3		28 CFR 35.105(c).		
3.1	3226	Civil Rights Complaint Records	AC+2		AC+2		AC=Final disposition of complaint.		



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

3.3.030	3227	Training and Administration Records - Instructional material and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US+2		US+2			
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09 ENTERPRISE ADMINISTRATION - HHSC - HUMAN RESOURCES

3.1	10.11	Employee Personnel File	AC	5	AC+5	AC=Termination of employee. Includes performance appraisals.	97-530-050 94-530-026	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

3.1.029	10.13	INS I-9 Forms	AC	1	AC+1	AC=Termination of employee. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agency should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from the date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)A and (c)(2).		
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.014	3235	Employment Selection Records - Includes notes of interviews with candidate; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; pre-employment physical examinations; polygraph examination results; and all other records that document the selection process.	6MO	18MO	2		29 CFR 1602.31.	95-530-028	
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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

3.1.023	3238	Position/Jobs Description - Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4	AC+4	AC=Until superseded or job eliminated. 40 TAC 815.106(i).	03-530-067	
3.1.024	3239	Physical Examination/Medical Reports - Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC+2		AC+2	AC=Unit superseded or termination of employment.		



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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	3240	Criminal History Checks - Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC	AC=The criminal history record has served the immediate purpose for which it was obtained. CAUTION: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 441 Government Code for appropriate retention and use of this information.		
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SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

3.2.007	3247	Unemployment Compensation Records	AC	5	AC+5		AC=Claims settlement		
3.2.009	3249	State Deferred Compensation Records	AC	5	AC+5		AC=Account(s) closed. Contact Employees' Retirement System.		
3.3.011	3253	Former Employee Verification Records - Minimum information needed to verify employment, includes name, social security number, exact dates of employment, and last known address and most recent public access option form.	AC+75		AC+75		AC=Termination of Employment. Access database.		



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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

3.3.015	3254	Positions/Job Classification Review File - Records relating to review and monitoring of job classifications within an agency.	US	3	US+3			96-530-039	
3.3.024	3258	Personnel Policies and Procedures - Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3	US+3				



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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

3.3.027	3261	Aptitude and Skills Tests - Aptitude or skills tests required of job application or of current personnel to qualify for promotion or transfer.	US	2	US+2		29 CFR 1602.31		
3.3.028	3262	Aptitude and Skills Tests (Tests Papers) - Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	2		2		29 CFR 1602.31		



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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

3.3.029	3263	Aptitude and Skills Tests (Validation Records) - Records of the validation of aptitude and skills tests.	AC	2	AC+2		AC=As long as the test is used by an agency. 29 CFR 1602.31		
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09 ENTERPRISE ADMINISTRATION - HHSC - OFFICE OF THE INSPECTOR GENERAL

	3268	Cost Reporting - Audit Files, training information, raw data (State Office).	AC	5	AC+5		AC=Expiration/Termination of Contract		
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09 ENTERPRISE ADMINISTRATION - HHSC - PAYROLL/TIME, LABOR & LEAVE

3.4	10.12	Employee Leave File	FE	5	FE+5				
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Records Retention Schedule

SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
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			

3.4.001	3285	Accumulated Leave Adjustment Requests - Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	5	FE+5			
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09 ENTERPRISE ADMINISTRATION - HHSC - PROCUREMENT - PURCHASING



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Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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			Agency	Storage	Total					

5.3.007	3269	Bid Documentation - Include bid requisition/ authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids and bid tabulation/evaluations. This covers successful and unsuccessful solicitations.	AC	4	AC+4		AC=Expiration or termination of the instrument according to its terms.		
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09 ENTERPRISE ADMINISTRATION - HHSC - PROCUREMENT - PROCUREMENT RECORDS

4.2.004	10.25	Encumbrance Vouchers - Purchase orders, statements, change orders, etc. These are procurement items attached to an existing contract.	AC	4	AC+4		AC=Expiration or termination of the instrument according to its terms.		
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Records Retention Schedule

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services								
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					

4.2.005	10.26	Purchase Vouchers - Procurements Not Attached to an existing contract.	FE	3	FE+3				
5.1.001	3270	Contracts and Leases - Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports and correspondence.	AC	4	AC+4		AC=Expiration or termination of the instrument according to its terms.	95-530-017	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

5.3	3287	Procurement Card Purchases	FE	4	FE+4			
5.3.008	3286	Purchasing Log - Log, register, etc. providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3	FE+3			
09 ENTERPRISE ADMINISTRATION - HHSC - RISK MANAGEMENT								
5.4	3271	Safety Training - Other than Hazardous Material	FE	2	FE+2			
5.4	3272	Safety Administration Records	FE+1	2	FE+3			
5.4	3273	Agency Liability Loss Protection Reports	AC	5	AC+5	AC=Resolution		



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Records Retention Schedule

SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

5.4.001	3274	Accident Reports and Associated Documentation - Accident of occupational disease report (by supervisors and employees) and other associated reports required to be submitted to the Texas Workers' Compensation Commission of its predecessors or maintained internally on accident frequency.	CE	5	CE+5		29 CFR 1904.33. The Texas Workers' Compensation Commission retains copies of the reports submitted to it for 50 years.		
5.4.002	3275	Evacuation Plans - Plan for evacuation of agency facilities in case of emergency.	US		US				



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SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				

5.4.003	3276	Inspection Records - Fire, safety, and other inspection records of agency facilities and equipment.	AC	3	AC+3		AC=Deficiency corrected.		
5.4.004	3277	Fire Orders - Order issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3	AC+3		AC=Deficiency corrected.		
5.4.007	3278	Hazardous Material Training Reports - Records of training given employees in an agency hazard communications program.	AC	5	AC+5		HSC, Section 502.009(g) AC=Training completed.		
5.4.008	3279	Hazard Communication Plans	US	5	US+5		HSC §502.009(g)		



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Records Retention Schedule

SLR 105

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2. Agency Code 530		3. Agency Name Department of Family and Protective Services							
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				
5.4.009	3280	Workplace Chemical Lists	US	30	US+30		HSC §502.005(d)		
5.4.010	3281	Material Safety Data Sheets (MSDS)	AC		AC		AC=Inspection or date any deficiency is corrected.		