

September 26, 2023



Roseana Greene
Interim Director
Department of Family and Protective Services
2118 S. Zarzamora St.
San Antonio, Texas 78207

Dear Roseana Greene ,

Amendment 4 of the 4th recertification of your agency's records retention schedule is approved for use as of **9/20/2023** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. 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 rules (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:

Rebecca Hanna
512-463-5494
rhanna@tsl.texas.gov

Sincerely,

A handwritten signature in blue ink, appearing to read "CK", which is the signature of Craig Kelso.

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chair
Martha Wong

Members
David C. Garza
F. Lynwood Givens
David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



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 [Handwritten Signature]
Name (Print or type) Roseana Greene
Date 07/28/23

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
Signature
Name (Print or type)
Date

Not Required at This Time

Texas State Library and Archives Commission
Signature [Handwritten Signature]
Name (Print or type) Gloria Meraz
Date 9-20-2023

Cert/Recert No. 4 Amendment No. 4

CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001010	1.1.006	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 = FE after final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048, Litigation Files.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001020	1.1.007	Correspondence - Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	FE	4				R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008, Correspondence - General, should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004, Legislative Appropriation Requests; a letter concerning an audit for that prescribed by item number 1.1.002, Audits, etc. SEE ALSO item number 1.1.011, Executive Orders.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001030	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	FE	2					CAUTION: This record series and item number 1.1.007, Correspondence - Administrative, should be used only for correspondence that is not included in or directly related to another records series in this schedule. SEE ALSO item number 1.1.010, Directives.	
53001040	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	AC	1			AC = US+FE			
53001050	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	AC	3			AC = US+FE	A		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001060	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	AC	1			AC = CE+FE	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. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued December 1995 by the Attorney General.	Open Records Decision 635
53001070	1.1.023	Organization Charts	Executive level organization charts.	AC				AC = US+FE	A	SEE item number 3.2.010, Human Resources Information System (HRIS) Reports.	
53001080	1.1.024	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	5			AC = FE after decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001090	1.1.038	Customer Surveys	Surveys returned by the external or internal customers or clients of an agency, and the statistical data maintained rating an agency's performance. This series includes the Survey of Employee Engagement.	AC				AC = FE after final disposition of summary report.		SEE item number 1.1.067, Reports and Studies (Non-Fiscal), for summary reports compiled from customer surveys.	
53001100	1.1.040	Speeches, Papers, and Presentations	Notes or text of speeches, papers, presentations, or reports delivered by the executive team in conjunction with agency work.	AC				AC = FE after end of term in office or termination of service in a state position.	R		
53001110	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.	FE	1						
53001120	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC				AC = FE after report filed with Texas Ethics Commission.			Texas Government Code, Chapter 2004
53001130	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	FE	3						28 CFR 35.105(c)
53001140		Civil Rights Compliance Reviews	Reviews of the agency's compliance with federal civil rights laws.	AC	4			AC = FE after completion of compliance activities.		Records are maintained by HHSC Civil Rights office.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001150	1.1.057	Transitory Information	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. 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.	AC				AC = Purpose of record has been fulfilled.		CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
53001160	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	FE	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001170	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						For final reports and studies, SEE RSIN 1.1.067, Reports and Studies (Non-Fiscal). NOTE: This series may contain confidential data. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064, Agency Performance Measures Documentation.	
53001180	1.1.067	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 consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities. Includes, but is not limited to, work measurement and time studies, HUB non-fiscal reports, management analysis and project reports, client and program service federal project reports, and Child Abuse Prevention and Treatment Act (CAPTA) Evaluation Team Reports.	FE	6				R	For related raw data, SEE RSIN 1.1.065, Reports and Studies (Non-Fiscal) - Raw Data.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001190	1.1.069	Reports - Activity	Activity reports compiled by agency personnel on a daily or other periodic bases pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	FE	1					CAUTION: SEE item number 1.1.064, Agency Performance Measures Documentation, for records needed for documentation of agency performance measures. These records have a longer retention period.	
53001200	1.1.070	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 = FE after completion or termination of program, rules, policies, or procedures.	R	SEE ALSO item number 1.1.071, Agency Rules, Policies, and Procedures - Working Files.	
53001210	1.1.071	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 an agency's programs, services, or projects.	AC	3			AC = FE after completion or termination of program, rules, policies, or procedures.		For CPS policy working files, SEE AIN 53011010, CPS Policy Development Files. These records have a longer retention period. SEE ALSO item number 1.1.070, Agency Rules, Policies, and Procedures - Final.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001220	1.3.001	State Publications	One copy of each state publication. A state publication is defined as 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 to be distributed under law by the agency, and is publicly distributed. The term does not include information the distribution of which is solely limited to contractors with or grantees of the agency, staff persons within the agency or within other government agencies, or members of the public under a request made under the Public Information Act, Government Code, Chapter 552. This series does not include publications that meet this definition, but are subject to a different retention period in this schedule.	AC	2			AC = FE after publication is superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing bases, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC 3.1-3.16).	Texas Government Code 441.101-441.106; 13 TAC 3.1-3.16
53001230	1.3.002	State Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, campaign materials, etc. This includes all work performed both inside and outside the agency.	AC				AC = AV+FE	R		



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001240		Internal Agency Publications	Publications in any format that are created and distributed internally by a state agency and that do not meet definition of a state publication. This series includes agency newsletters that are not distributed to the public.	AC	2			AC = FE after distribution.		For State Publications, SEE item number 1.3.001, State Publications.	
53001250		Internal Agency Publication Development Files	Background material, copy (drafts), etc.	AV							
53001260		Logos, Letterheads, and Templates	Agency or division logos, graphics letterheads, and templates used for websites, publications, presentations, agency business, or other purposes.	US	1					For logos used in publications, SEE RSIN 1.3.002, State Publication Development Files or AIN 53001250, Internal Agency Publication Development Files.	
53001270	2.2.014	Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001280	2.2.015	History Files - Web Sites	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of Internet history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001290	3.1; 3.4	Employee Personnel File	Records relating to employee recognition and awards, employee grievances against personnel policies, working conditions, civil rights complaints, etc., INS I-9 forms, personnel information and action forms, agency copies of employee benefit selections, sick leave pool documentation, and personnel corrective and disciplinary action documentation. This series includes records maintained at the supervisory level or in an employee's master personnel file. This series also includes training and educational achievement records, including certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC	5			AC = FE after US or termination of employment. NOTE: Only employee benefit records (insurance or other) can be superseded.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 1.1.048, Litigation Files. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001, Employee Deduction Authorizations. This series is a consolidation of RSIN 3.1.011, Employee Insurance Records, 3.1.018, Grievance Records, 3.1.020, Personnel Corrective Action Documentation, 3.1.021, Personnel Disciplinary Action Documentation, 3.1.022, Personnel Information or Action Forms, 3.1.027, Training and Educational Achievement Records (Individual), 3.1.029, Employment Eligibility, Documentation or Verification of, 3.1.031, Employee Benefits - Other than Insurance, 3.1.037, Employee Recognition	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)
53001300	3.1.019	Performance Appraisals		FE	3						29 CFR 1620.32(c)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001310	3.3	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer. This series also includes records of the validation of the tests.	AC	2			AC = FE after test is superseded or no longer used by an agency.		CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. This series is a consolidation of RSIN 3.3.027, Aptitude and Skills Tests, and RSIN 3.3.029, Aptitude and Skills Tests (Validation Records).	29 CFR 1602.31
53001320	3.3.030	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.	AC	2			AC = US+FE		CAUTION: Does not include hazardous material training records. SEE item number 5.4.007, Hazardous Materials Training Records.	
53001330	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves. Includes instructor guides, participant workbooks and handouts, on-the-job training (OTJ) checklists, computer-based training curricula, exams, and social work CEU approved courses.	AC	1			AC = US+FE			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001340		Quality Assurance Recordings	Series includes any recordings of calls used for quality assurance purposes.	AC			90	AC = Conclusion of call.		CAUTION: This series does not include recordings used for the performance appraisal of an employee. For any recordings used to determine an employee's wage as described in 29 CFR 1620.32(c), SEE RSIN 3.1.019, Performance Appraisals.	
53001350	4.7.008	Grant Records - Program	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies and grant performance reports which describe program performance related to grants received or made by agencies.	AC	3			AC = FE after Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		For financial grant records, SEE AIN 53009280, Grant Records - Financial. CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period. PEI grant records transferred from HHSC are located on a network server shared drive, FY 2012-2015.	
53001360	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	AC				AC = US+FE			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001370	5.1.014	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 and photocopy ordering instructions.	AC	1			AC = US+FE			
53001380	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	FE	1						
53001390	5.2.008	Equipment History File	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	AC	3			AC = LA+FE		For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001, Contracts and Leases.	
53001400	5.2.010	Equipment Manuals		AC				AC = LA+FE			
53001410	5.2.011	Equipment Warranties		AC	1			AC = FE after expiration of warranty.			
53001420	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = FE after decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007, Bid Documentation.	
53001430	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001440		Project Development Files	Records used or created in the process of completing an agency or division project. This series includes project plans, correspondence, meeting notes, schedules, status reports, drafts, and other project documentation.	AC	5			AC = FE after completion of project.		CAUTION: Records in this series that fall under another series in this schedule with a longer retention period should be retained for the longer period. This series does not include records that fall under RSIN 1.1.057, Transitory Records, RSIN 1.1.071, Agency Rules, Policies, and Procedures - Working Files, RSIN 1.3.002, State Publication Development Files, or AIN 53001250, Internal Agency Publication Development Files.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53001450		Miscellaneous Photographs	Photographs of events, conferences, disaster documentation, and other subjects that do not fall under another series in this schedule. Videos of events may also be included in this series.	AV					R	NOTE: Duplicate and poor quality photographs are considered Transitory Information (RSIN 1.1.057) and will not be sent for archival review. CAUTION: This series does not include photographs related to case records. These should be retained according to the relevant case record series. For photographs or videos used in the creation of state or internal publications, SEE RSIN 1.3.002, State Publication Development Files, and AIN 53001250, Internal Agency Publication Development Files.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53002010	1.1.058	Meeting Agenda and Minutes	Official agenda and approved minutes of DFPS council as required by Government Code, Chapter 551. An Official Agenda is one that is followed in an open meeting and is posted in the notice.	PM					A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	Texas Human Resources Code, Section 40.021(d); Texas Government Code, Chapter 551



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53002020	1.1.059	Certified Agendas or Recordings of Closed Meetings	Certified agendas or recordings of closed meetings of state boards, commissions, committees, and councils. A Certified Agenda is one that is followed during the closed portion of a meeting or in a closed meeting.	AC	2			AC = FE after the date of the meeting or completion of pending action involving the meeting, whichever is later.		CAUTION: This records series must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	Texas Government Code, 551.104(a)



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53002030	1.1	Notes or Recordings of Open Meetings	Notes taken or recordings made during open meetings of state boards, commissions, committees, and councils from which meeting minutes are prepared. Recordings may be audio or video.	AC			90	AC = FE after official approval of the written minutes and approval of the formal minutes by the governing body of an agency.		CAUTION: Minutes of state agencies are permanent records. Audio and video recordings are not permanent media. State agencies may not retain recordings of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058, Meeting Agenda and Minutes. This series is a consolidation of RSIN 1.1.060, Meetings, Audio or Videotape of Open, and 1.1.061, Meeting - Notes.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53002040	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	FE	2				A	CAUTION: This records series must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
53003010	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
53003020	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with Section 2054.095 and 2056.002, Government Code.	AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: 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.	Texas Government Code, 2054.095 and 2056.002
53003030	1.1.066	Reports - Biennial or Annual Agency (Narrative)	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 = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53003040		Volunteer Records	Includes applicant qualifications and evaluation basis for selection or rejection.	AC	2			AC = FE after any volunteer: 1) was not approved according to their background check results; 2) resigned; 3) was terminated; 4) failed to maintain communication in over one year.		Interns are considered volunteers.	
53003210	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records, except material shared on a social media site.	FE	2				R	NOTE: This series does not include public relation material posted on social media sites. For these records, SEE AIN 53003220, Social Media Records.	
53003220		Social Media Records	Content posted on an agency's social media accounts. Social media content is captured by a third-party social media archiving solution and maintained by the agency.	AC	2			AC = FE after date posted.	R	CAUTION: Content posted on an agency's social media account that falls under another records series in this schedule with a longer retention period should be retained for the longer period. CAUTION: The State has no control over retention policies of social media sites. State records must be captured and maintained in a system under the agency's control. CAUTION: Before deleting or deactivating a social media account, contact the agency's RMO.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53003230	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			AC = FE after last action.	R		
53003240	1.1.074	Sunset Review Report and Documentation	Includes working files, supporting documentation, and final reports.	AC	3			AC = FE after the subsequent Sunset Review.	R		
53004010	3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, email, reports, and other documentation.	AC		18		AC = FE after final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, Litigation Files, 3.1.006, Employee Counseling Records, 3.1.018, Grievance Records, 3.1.020, Personnel Corrective Action Documentation, and 3.1.021, Personnel Disciplinary Action Documentation.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53004210		Single Audit Reports (SO)	Single Audit Reports and supporting documentation.	AC	7			AC = FE after expiration or termination of contract.		Single Audit Reports and supporting documentation are located in SCOR which is maintained by HHSC. For other audit records, SEE RSIN 1.1.002, Audits.	
53004220	3.1.013	Employment Contracts	Includes personnel records for consultants under contract with the agency or temporary employees.	AC	7			AC = FE after the expiration or termination of the contract according to its terms.		For legal review of contracts and leases, SEE AIN 53006020, Contract Legal Review.	Texas Government Code 441.1855
53004230	5.1.001	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, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. This series includes waivers.	AC	7			AC = FE after expiration or termination of the instrument according to its terms.		SEE related item numbers 3.1.035, Performance Bonds, and 5.3.007, Bid Documentation. SEE item number 5.2.028, Building Construction Contract and Inspection Records, for building construction contracts and item number 5.1.017, Contract Log, for contract logs. For legal reviews of contracts and leases, SEE AIN 53006020, Contract Legal Review.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53004240	5.3.007	Bid Documentation - Executed, renewed, or amended on or after September 1, 2015.	Includes bid requisitions/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluation. Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = FE after expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Texas Government Code, Section 441.1855
53004250	5.3.007	Bid Documentation - Executed, renewed, or amended on or before August 31, 2015	Includes bid requisitions/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluation. Associated with a contract executed, renewed, or amended on or before August 31, 2015.	AC	4			AC = FE after expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Texas Government Code, Section 441.1855
53004260	5.3.007	Bid Documentation - Unsuccessful Bids	Unsuccessful bids that do not meet agency submission requirements and are not included in the bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	AC	2			AC = FE after the date of notification of denial or date of withdrawal, as applicable.			Texas Government Code, Section 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)
 AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)
 A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53004410	1.1.064	Agency Performance Measures 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, and for performance measures used to manage the agency. This series includes Legislative Budget Board (LBB) Performance Measures.	AC	6			AC = September 1 of odd-numbered calendar years.		CAUTION: The retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. CAUTION: For copies of supporting documentation submitted to the Legislative Budget Board, SEE AIN 53009510, Legislative Appropriation Requests.	
53004420	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years.			
53004430	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	AC				AC = FE after AV or 3 years after report is superseded, whichever is longer.			
53005010	1.1.002	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 = FE after publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies. For Single Audit Reports, SEE AIN 53004210.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53006010	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions. Also includes attorney work files and other files regarding legal opinions or advice that are not found under another records series.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048, Litigation Files.	
53006020		Contract Legal Review	Legal review of contracts.	AC	7			AC = FE after expiration or termination of the contract.			Texas Government Code, Section 441.1855
53006030	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC = FE after date of publication in the Texas Register.			
53006040	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit. Includes legal files created by regional attorneys or legal support staff in providing representation to INV, CPS, or APS.	AC	20			AC = FE after, 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 after there is no possibility of appeal.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	
53006050		Hearing Case Files	Includes hearing and fair hearing case files.	AC	20			AC = FE after final decision.			
53006060	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	AC	2			AC = FE after submission of report.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53006070	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code, 2009.054(c), including a mediated settlement agreement, 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 = FE after date of final agreement.			Texas Government Code, 2009.054(c); Texas Civil Practice and Remedies Code, Chapter 154.071
53006080	3.2.007	Unemployment Compensation Records		AC	5			AC = FE after claims settlement.			
*53007010	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS) or other security organizations, such as the FBI.	AV						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 411, Government Code for appropriate retention and use of this information.	
53007020		FINDRS Search Documentation	Diligent Search documentation prepared by FINDRS to be sent to requesting departments.	AC	1			AC = FE after completion of request.			
53007030		FINDRS Request Logs	Records documenting search requests and transfers of search documentation.	FE	1						
53007210	4.7.009	Fixed Asset Sequential Number Log		AC	3			AC = US+FE			
53007220	5.2.006	Certificates of Property Destruction		FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53007230	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3						
53007240	5.2.021	Surplus Property Sale Reports	Series includes sale reports and records related to donation of equipment.	FE	3						
53007250	5.2.027	Space Utilization Reports		AV							
53007260	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, or similar instruments of access to agency or state facilities, equipment, or automated system.	AC	2			AC = FE after records are superseded, the date of expiration, or the date of termination, whichever is sooner.			
53007270	5.6	Vehicle Records	Includes vehicle titles, registrations, inspections, and repair and maintenance records.	AC	1			AC = LA+FE		This series is a consolidation of RSIN 5.6.003, Inspection Repair and Maintenance Records - Vehicles, and 5.6.007, Vehicle Titles and Registrations.	
53007280	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
*53007310		Worker Safety Support Case Records	Case records documenting threats, assaults, and other worker safety incidents affecting employees. This series also includes protective orders, documentation of incidents between two or more employees, and correspondence regarding the case.	AC	5			AC = CE after case closed		For aggregate data and reports, SEE RSIN 1.1.065, Reports and Studies (Non-Fiscal) - Raw Data, and 1.1.067, Reports and Studies (NonFiscal).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)
 AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)
 A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
*53007510	1.1.020	Public Information Requests - Not Excepted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code).	AC	2			AC = Date request fulfilled or withdrawn.			Texas Government Code, Chapter 552
*53007520	1.1.021	Public Information Requests – Excepted	Includes all correspondence and documentation relating to requests for records that are excepted under the Public Information Act (Chapter 552, Government Code).	AC	2			AC = Date of notification that records are excepted.			Texas Government Code, Chapter 552
53007530	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						
53007540	1.2.003	Forms History Files	Original versions and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	1			AC = FE after discontinuance of use of form.			
53007550	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	AC				AC = US+FE			
53007560		Forms and Publications Monthly Order Cycle Requests		FE	1						
53007570		Inventory Report of Stock Items		FE	1						
53007580	1.2.005	Records Retention Schedule (SLR 105)	Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US	20					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53007590	1.2.006	Records Transmittal Forms	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 = FE after date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.			
53007600	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Agency copy. Used for items such as records series not on the agency's retention schedule and for paper copies of microfilm permanent records.	FE	3					Original copy is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
53007610	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	FE	10						
53007620	1.2.012	Records Inventory Worksheets		AC				AC = US+FE			
53007630	1.2.013	Records Control Locator Aids	Includes indexes, card files, shelf lists, registers, guides, databases, etc. Series includes microfilm production logs and tracking reports, records storage database, and microfilm control sheets database.	AC				AC = FE after the 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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53007640	1.2.014	Records Management Plans	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	AC	1			AC = US+FE			
53007650	5.1.007	Requisitions for In-Agency or Inter-Agency Copy and Printing Service	Includes work processing and data processing.	AC				AC = FE after project printing service is complete.			
*53007810	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	AC	5			AC = CE after creation date		The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33 ; 28 TAC 120.1(c)
53007820	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	AC				AC = US+FE		DFPS copy - Facility records are maintained by HHSC.	
53007830	5.4	Inspection Records and Fire Orders	Fire, safety, and other inspection records of agency facilities and equipment. Also includes orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC = FE after inspection, or date of the correction of the deficiency if the inspection reports reveals a deficiency.		DFPS copy - Facility records are maintained by HHSC. CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028, Building Construction Contract and Inspection Records. This series is a consolidation of RSIN 5.4.003, Inspection Records, and 5.4.004, Fire Orders.	
53007840	5.4.013	Disaster Preparedness and Recovery Plans		AC				AC = US+FE			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008010	3.1; 3.3	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and video of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process. This series also includes aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer, unsolicited resumes selected to be kept on file, and applications for employment that were not selected for hire.	FE	2					CAUTION: Does not include criminal history checks. SEE item number 3.1.026, Criminal History Checks. This series is a consolidation of RSIN 3.1.001, Applications for Employment - Not Hired, 3.1.014, Employment Selection Records, 3.1.034, Resumes - Unsolicited, and 3.3.028, Aptitude and Skills Tests (Test Papers).	29 CFR 1602.31
53008020	3.1; 3.2	Employee Administrative Records	Includes successful applications of employment, training and education achievement records, W-4 forms, employee deduction authorizations, and direct deposit applications and authorizations.	AC	5			AC = FE after US or termination of employment. NOTE: Applications of Employment cannot be superseded.		This series is a consolidation of RSIN 3.1.002, Applications for Employment - Hired, 3.2.001, Employee Deduction Authorizations, 3.2.005, W-4 Forms, and 3.2.008, Direct Deposit Application/Authorizations.	26 CFR 31.6001-1(e)(2)
53008030	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	FE	2					Applicant Tracking System records, including job postings, are maintained by HHSC.	29 CFR 1602.31



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008040	3.1; 3.2	Job Descriptions and Wage Rate Tables	Job descriptions, including all associated task or skill statements, for positions in an agency, and wage rate tables.	AC	4			AC = US+FE		SEE 1.1.065, Reports and Studies (Non-Fiscal) - Raw Data. This series is a consolidation of RSIN 3.1.023, Position/Job Descriptions, and 3.2.006, Wage Rate Tables.	40 TAC 815.106(i); 29 CFR 516.6(a)(2)
53008050	3.2	Employee Income and Federal Tax Records	Includes employee earnings records, income adjustment authorizations, 1099, W2, FICA, and other tax records.	FE	5					This series is a consolidation of RSIN 3.2.002, Employee Earnings Records, 3.2.003, Federal Tax Records, and 3.2.004, Income Adjustment Authorizations.	40 TAC 815.106(i); 26 CFR 31.601(e)(2); 29 CFR 516.6(c)
53008060	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC				AC = FE after AV or 4 years after creation of report, whichever is longer.			
53008070	3.3.001	Affirmative Action Plans		FE	5					DFPS copy - Affirmative Action Plans are maintained by HHSC.	
53008080	3.3.004	Open Enrollment Information		AC	1			AC = End of open enrollment period.			29 CFR 1627.3(b)(2)
53008090	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	AC				AC = FE after AV or 3 years after creation of report, whichever is longer.			
53008100	3.1; 3.3	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 = FE after termination of employment.		This series is a consolidation of RSIN 3.3.011, Former Employee Verification Records, and 3.1.038, Public Access Option Form.	
53008110	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency. Includes audits.	AC	3			AC = US+FE			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008120	3.3; 3.4	Employee Schedule, Time, and Leave Records	Includes work schedules and assignments, time cards and sheets, accumulated leave adjustment requests, leave status reports, time off and sick leave requests, overtime authorizations and schedules, and less than full-time worked reports.	FE	4					For sick leave pool documentation, SEE AIN 53001290, Employee Personnel File. This series is a consolidation of RSIN 3.3.020, Work Schedules/Assignments, 3.4.001, Accumulated Leave Adjustment Requests, 3.4.002, Leave Status Reports, 3.4.003, Less Than Full-Time Worked Reports, 3.4.004, Overtime Authorizations, 3.4.005, Overtime Schedules, 3.4.006, Time Cards and Time Sheets, and 3.4.007, Time Off and/or Sick Leave Requests.	40 TAC 815.106(i)
53008130	3.3.024	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.	AC	3			AC = US+FE			
53008140	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.	AC	3			AC = FE after date of final report.			29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008410	2.1.001	Processing Files	Machine-readable files used in the creation, utilization, and updating of master files.	AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
53008420	2.1.002	Master Files	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
53008430	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008440	2.1.008	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.	AC				AC = FE after electronic records are transferred to and made usable in a new hardware environment or there are no electronic records retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008450	2.1.009	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 = FE after electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008460	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC = FE after all audit requirements have been met.			
53008470	2.1.011	Finding Aids, Indexes, and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC				AC = The related records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
53008480	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AC				AC = AV+FE			
53008490	2.2.002	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						
53008500		Requests for IT Services	Includes eMAC system requests and help desk tickets.	AC				AC = AV or 2 years after request is closed, whichever is longer.		Help desk ticketing system is managed by HHSC.	
53008510	2.2.004	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	AC		3		AC = Work schedule complete or work performed.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008520	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	AC	3			AC = US+FE		CAUTION: Does not include technical documentation of procedures necessary for reading or processing electronic records. SEE item number 2.1.009, Technical Documentation.	
53008530	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	US							
53008540	2.2.012	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV							
53008550	2.2.013	Technical Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				AC = FE after records are no longer needed as an audit trail for any records modified.			
53008560	2.2.016	Software Documentation	Includes software license agreements.	AC	3			AC = LA+FE		Records maintained in SNOW.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53008570		Equipment Assignment Records	Includes Mobile Device Management System (MDMS) records and custodianship of equipment forms.	AC	3			AC = FE after form is superseded, equipment is reassigned, or equipment is no longer in the inventory.			
53008810		Training Registration Records	Sign-in sheets.	AC	2			AC = FE after completion of class.			
53009010	3.3.023	Reimbursable Activities	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	5						
53009020	4.1.001	Accounts Payable Information		FE	5						
53009030	4.1; 5.5	Billing Detail	This series also includes telecommunication billing details and disputed call documentation.	FE	5					NOTE: For telecommunications records related to HHSC contracts, refer to the HHSC retention schedule. This series is a consolidation of RSIN 4.1.002, Billing Detail, 5.5.001, Billing Detail - Telecommunications (Other than TEX-AN), and 5.5.007, Disputed Call Documentation.	
53009040	4.1; 4.7	Canceled and Returned Checks, Stubs, Warrants, and Drafts	Canceled checks, stubs, warrants, and drafts and returned (uncollectable) checks, warrants, and drafts.	AC	5			AC = FE after canceled or deemed uncollectable.		This series is a consolidation of RSIN 4.1.003, Canceled Checks/Stubs/Warrants/Drafts, and 4.7.003, Returned Checks/Warrants/Drafts (Uncollectable).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53009050	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	5						
53009060	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	5						
53009070	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	5						
53009080	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	5						
53009090	4.2.003	Daily Cash Receipts Logs		FE	5						
53009100	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices or statements, change orders, best value determinations, etc.	FE	5						
53009110	4.2.006	General Journal Vouchers		FE	5						
53009120	4.2.007	Expenditure Vouchers	Travel, payroll, etc.	FE	5						
53009130	4.3.002	Receipts Journals or Registers		FE	5						
53009140	4.3.003	Expenditures Journals or Registers		FE	5						
53009150	4.4.001	General and Subsidiary Ledgers		FE	10						2 CFR 200.333
53009160	4.4.002	Accounts Receivable Ledgers		FE	5						
53009170	4.4.003	Accounts Payable Ledgers		FE	10						2 CFR 200.333
53009180	4.4.004	Employee Savings Bond Ledgers		FE	5						
53009190	4.6.001	Balancing Records		FE	5						
53009200	4.6.002	Reconciliations		FE	5						
53009210	4.6.003	Cash Counts		FE	5						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53009220	4.7.001	Accounting Policies and Procedures Manual		AC	3			AC = US+FE			
53009230	4.7.002	Bank Statements		FE	5						
53009240	4.7.004	Capital Asset Records		AC	3			AC = LA+FE			
53009250	4.7.005	Claim Files		AC	3			AC = FE after resolution of claim.			
53009260	4.7.006	Comptroller Statements		FE	5						
53009270	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	5						
53009280	4.7.008	Grant Records - Financial	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant financial reports which describe financial activity related to grants received or made by agencies.	AC	10			AC = FE after Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).		For nonfinancial grant records, SEE AIN 53001350, Grant Records - Program. CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
53009290	4.7.010	Long-Term Liability Records	Bonds, etc.	FE	5						
53009300	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the TFC for services provided.	FE	5						
53009310	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	3			AC = US+FE			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53009320	5.3.008	Purchasing Logs	Logs, registers, etc., providing a record of purchase orders issued, orders received and similar data on procurement status. This series includes procurement card purchases.	FE	5						
53009330		CPS Children's Funds Management Accounting Records	Includes banking records, accounts receivable, and accounts payable.	FE	5						
53009510	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
53009520	4.1.004	Encumbrance Detail		FE	5						
53009530		Budget Working Files	Working files for agency wide and program budgets.	FE	5						
53009540		Project Evaluations		AC	10			AC = FE after project completion.			
53009550	4.5.001	Worksheets for Preparing Fiscal Reports		FE	5						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53009560	4.5	Fiscal Reports	Internal fiscal management reports, including agency monthly budget reports, and external fiscal reports (special purpose - i.e. federal financial reports, salary reports, etc.). Includes HUB reports.	FE	5					This series is a consolidation of RSIN 4.5.002, Internal Fiscal Management Reports, and 4.5.005, External Fiscal Reports.	
53009570	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC = September 1 of odd-numbered calendar years.			
53009580	4.5.006	Annual Operating Budget	Required by the General Appropriations Act.	FE	5						
53010010		In-Home Investigations - Closed on or before December 31, 2019	All adult protective services case records closed on or before December 31, 2019, except those resulting in a referral for inclusion on the Employee Misconduct Registry (EMR) for Sustained Perpetrator.	AC	5			AC = Case closed.		IMPACT codes ACP, APR, and ASR. For APS case records closed on or after January 1, 2020, SEE In-Home Investigations series AIN 53010020, 53010030, and 53010040. For case records resulting in a referral for inclusion on the Employee Misconduct Registry (EMR), SEE AIN 53010050, In-Home Investigations - EMR Sustained Perpetrator.	
53010020		In-Home Investigations - Self-Neglect or Other	All case records with a determination of Self-Neglect or Other	AC	3			AC = Case closed.		For APS case records closed on or before December 31, 2019, SEE AIN 53010010, In-Home Investigations - Closed on or before December 31, 2019.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53010030		In-Home Investigations - Invalid or Unable to Determine	Case records closed as Invalid or Unable to Determine (UTD).	AC	5			AC = Case closed.		For APS case records closed on or before December 31, 2019, SEE AIN 53010010, In-Home Investigations - Closed on or before December 31, 2019.	
53010040		In-Home Investigations - Valid	All case records closed with a determination of Valid.	AC	10			AC = Case closed.		For APS case records closed on or before December 31, 2019, SEE AIN 53010010, In-Home Investigations - Closed on or before December 31, 2019. For case records resulting in a referral for inclusion on the Employee Misconduct Registry (EMR), SEE AIN 53010050, In-Home Investigations - EMR Sustained Perpetrator.	
53010050		In-Home Investigations - EMR Sustained Perpetrator	Investigation record resulting in referral for inclusion on the Employee Misconduct Registry (EMR) for Sustained Perpetrator.	AC	99			AC = Case closed.			
53011010	1.1.071	CPS Policy Development Files	Working files used in the development of Child Protective Services (CPS) 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	10			AC = FE after completion or termination of program, rules, policies, or procedures.		For other policy development records, SEE AIN 53001210, Agency Rules, Policies, and Procedures - Working Files.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53011210		Family Base Safety Services (FBSS)	Ongoing Protective Services (OPS).	AC				AC = Case closed, plus 5 years or until the youngest principal in the case turns 18, whichever period is longer.		IMPACT code OPS. For Ongoing Protective Services (OPS) resulting from investigations with sustained perpetrator, SEE AIN 53012040, Child Protective Investigations - Sustained Perpetrator. For OPS resulting from investigations with allegation severity of Fatal, SEE AIN 53012050, Child Protective Investigations - Severity Fatal.	
53011220		Adoption/Foster Home - Inquiry Only (AHI)(FHI)	Status of home is Inquiry Only.	AC	3			AC = Case closed.		IMPACT codes AHI and FHI.	
53011230		Casework - Released Special Requests (CCR)	Includes Court Ordered Social Studies, Out of Town/State Inquiries, Courtesy Interviews, and Adoption Service Requests.	AC	3			AC = Case closed.		IMPACT code CCR.	
53011240		Adoptive Home Records (AHR)	No placement made or disrupted before consummation.	AC	5			AC = Case closed.		IMPACT code AHR.	
53011250		Foster Home Records (FHR)		AC	5			Ac = Case closed.		IMPACT code FHR.	
*53011260		Adoption Case Records	Includes Adoption Subsidy Records (PAD) for adoptions handled by DFPS (ACH), Adoptive Home Consummated (AHC), and Post-Adoption Records (PAR).	AC	99			AC = Case closed.		IMPACT codes ACH, AHC, and PAR. For eligibility records, including Foster Care Eligibility, Adoption Assistance, and Permanency Care Assistance files, see 53011285: Eligibility Case Files.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
*53011270		Conservatorship Records	Includes Temporary Substitute Care, Family Reunification, Long Term Substitute Care, and the Permanency Care Assistance IMPACT record.	AC	99			AC = Case closed.		IMPACT codes CVS and PCR. For eligibility records, including Foster Care Eligibility, Adoption Assistance, and Permanency Care Assistance files, see 53011285: Eligibility Case Files.	
*53011280		Kinship Home Records	Case record of placement with fictive kin (relatives or close family friends).	AC	99			AC = Case closed.		IMPACT code KHR. For eligibility records, including Foster Care Eligibility, Adoption Assistance, and Permanency Care Assistance files, see 53011285: Eligibility Case Files.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
*53011285		Eligibility Case Files	Includes Foster Care Eligibility (FCE), Adoption Assistance (AA), and Permanency Care Assistance (PCA) eligibility files. This series includes any unique eligibility records, such as assistance agreement forms and eligibility related correspondence, that are not otherwise included in the IMPACT record or in an external case file for non-eligibility case management purposes. Eligibility records included in more than one eligibility file, such as Foster Care Eligibility records merged into an Adoption Assistance file, are retained for the period required by all merged files.	AC	5			AC = Eligibility case closed.		Non-unique eligibility file records, such as court orders and vital records, that are used for non-eligibility case management purposes should be scheduled according to the case type. Copies of these records included in an eligibility file are considered convenience copies. Purge Note: Eligibility records uploaded to the electronic case management system may be purged separately from the case record at the period assigned by this records series. For financial records, see AIN 53009330: CPS Children's Funds Management Accounting Records.	
53011290		Adoption/ Conservatorship Memorabilia Files		AC				AC = Released to authorized children or 3 years after the youth leaves care if the youth or relatives cannot be located.		CPS Policy Handbook, 1463.3	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53012010		Child Protective Investigations - No Service Authorization	Closed after complete investigation (CIU) or by administrative closure (CAA): low to moderate risk; no service authorization.	AC	18			AC = Case closed.		IMPACT codes CIU and CAA. Assign only to investigation records that are not part of another records series listed in this schedule. For records containing TLETS checks, SEE AIN 53012080, Intake or Investigation Record with TLETS Check.	
53012020		Child Protective Investigations - Service Authorization or All High Risk	Closed after complete investigation or by administrative closure: low to moderate risk with service authorization (CIV, CAS) OR ruled-out, high or very high risk, with or without service authorization (CIR, CIS).	AC	5			AC = Case closed.		IMPACT codes CAS, CIR, CIS, and CIV.	
53012030		Child Protective Investigations - All Other Closed Investigations	Closed after complete investigation: includes disposition of Reason to Believe (RTB), Unable to Determine (UTD), and Unable to Complete (UTC).	AC				AC = Case closed, plus 5 years or until the youngest principal in the case turns 18, whichever period is longer.		IMPACT code CIO. For Reason to Believe (RTB) of Sustained Perpetrator, SEE AIN 53012040, Child Protective Investigations - Sustained Perpetrator. For case records with a TLETS check, SEE AIN 53012080, Intake or Investigation Record with TLETS Check.	
53012040		Child Protective Investigations - Sustained Perpetrator	Closed after complete investigation or Family Preservation: Reason to Believe (RTB) for Sustained Perpetrator (CSP).	AC	20			AC = Case closed.		IMPACT code CSP.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53012050		Child Protective Investigations - Severity Fatal	Closed after complete investigation or Family Preservation: Reason to Believe (RTB) and Allegation Severity of Fatal (FTL).	AC	99			AC = Case closed.		IMPACT code FTL.	
53012060		Information and Referral Calls and Non-Case Related Special Requests (NCRSR)	Includes unknown case inquiries and non-case related special requests.	AC		6		AC = Request or inquiry complete.		IMPACT code IRC.	
53012070		Alternative Response	Alternative response intervention during intake or investigation.	AC	5			AC = Case closed.		IMPACT code ARR.	
53012080		Intake or Investigation Record with TLETS Check	Intake or investigation record containing a check in the Texas Law Enforcement Telecommunications System (TLETS).	AC	5			AC = Case closed.		IMPACT codes CAT, CCT, CIT, CWT, LAT, LRT, LTT, and LWT.	
53012310		Child Care Investigations - All Reason to Believe Dispositions	Disposition is Reason to Believe (RTB).	AC	20			AC = Case closed.		IMPACT code LRB.	
53012320		Child Care Investigations - Admin Closed, Unable to Determine, or Moved	Disposition is Administratively Closed (ADM), Unable to Determine (UTD), or Moved (MOV).	AC	3			AC = Case closed.		IMPACT codes LAD and LUT. For case records with a TLETS check, SEE AIN 53012080, Intake or Investigation Record with TLETS Check.	
53012330		Child Care Investigations - Ruled Out	Disposition is Ruled Out (R/O).	AC		18		AC = Case closed.		IMPACT code LRO. For case records with a TLETS check, SEE AIN 53012080, Intake or Investigation Record with TLETS Check.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 530		2. Agency Name: Department of Family and Protective Services									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
53013010		Intake - Closed Without Assignment	Intake Closed Without Assignment (CWA) for investigation.	AC		18		AC = Case closed.		IMPACT codes CWA and LWA. If the record contains a TLETS check, SEE AIN 53012080, Intake or Investigation Record with TLETS Check.	
53013020		Statewide Intake Reports	Calls, eReports, Mail, and Facsimiles.	AC	2			AC = FE after report received.			Texas Family Code 261.310