



October 29, 2014

Mr. Robert C. Wilson
Chair of Commission
Texas Low-Level Radioactive Waste Disposal Compact Commission
333 Guadalupe Street, #3-240
Austin, TX 78701

RE: Agency records retention schedule approved for use

Dear Mr. Wilson:

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

Your agency's records retention schedule is approved for use as of October 23, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **October 2019**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Angela Ossar, at 512-463-6623 or aossar@tsl.texas.gov.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Robert C. Wilson

R01.535/535



Texas
State Library
and Archives
Commission

STATE OF TEXAS Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 535
TX Low-Level
Radioactive Waste Disposal
Agency Name Compact Commission

(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

Robert C. Wilson

Name (Print or type)

Robert C. Wilson, Chairman

Date

7/22/2014

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature

Name (Print or type)

Date

Not Required at This Time

Texas State Library and Archives Commission

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

Signature

Name (Print or type)

Date

E. Hidenberg

10-23-2014

Cert/Recert No.

2

Amendment No.

CAUTION

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

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





STATE OF TEXAS Records Retention Schedule

SLR 105
Form SLR 105C must accompany this form.

1. Page 1 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.002	A.1002	Audit: Annual Financial Audits	AC + 7		AC + 7	AC = Publication or release of final audit findings.		
1.1.004	A.1004	Legislative Appropriation Requests	AC + 6		AC + 6	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.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 2 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
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			Agency	Storage	Total				

1.1.007	A. 1007	<p>Correspondence – Administrative Policy & Program Development On 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.</p>	4		4	R	<p>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.</p> <p>CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>		
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SLR 105
Rev. 2/09

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 3 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
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			Agency	Storage	Total				
1.1.008	A.1008	Correspondence - General Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.		
1.1.010	A.1010	Directives on General Office Procedures	US + 1		US + 1				
1.1.011	A.1011	Executive Orders for Regulations, Policies Bylaws and Procedures Governing the Commission	US + 3		US + 3	A			

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 4 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
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			Agency	Storage	Total				

1.1.013	A.1013	Calendars, Appointment and Itinerary Records of Officials and Employees	CE + 1		CE + 1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		
1.1.014	A.1014	Legal Opinions and Advice Requested or Received	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.		
1.1.019	A.1019	Public Relations Records	2		2	R			
1.1.020	A.1020	Public Information Requests and Documentation for Requests Not Exempted from Release	AC+1		AC+1		AC = Date request fulfilled.		

SLR 105
Rev. 2/09

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 23

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			Agency	Storage	Total				

1.1.021	A.1021	Public Information Requests and Documentation for Requests Exempted from Release	AC+2		AC+2		AC = Date of notification that records are exempt.		
1.1.023	A.1023	Organization Charts	US		US	A			
1.1.024	A.1024	Plans and Planning Records of the Commission Programs, Services or Projects	AC+3		AC+3	R	AC = Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		
1.1.026	A.1026	Texas Register Submissions	AC+1		AC+1		AC = Date of publication in the Texas Register.		
1.1.027	A.1027	Proposed Legislation Drafts and Correspondence	AV		AV				
1.1.040	A.1040	Speeches, Papers and Presentations Delivered as Commission Works	AC		AC	R	AC = End of term in office or termination of service in a state position.		

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
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			Agency	Storage	Total				

1.1.048	A.1048	Litigation Files: Amicus Brief Papers	AC + 1		AC + 1	R	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. 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.		
1.1.053	A.1053	Registration Logs for Persons Subject to Chapter 2004, Government Code	AC		AC		AC = Report filed with the Texas Ethics Commission.		
1.1.055	A.1055	Strategic Plans Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. 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.		

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
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			Agency	Storage	Total				

1.1.057	A.1057	Transitory Information Not Part of a Record Series of the Commission	AC		AC	<p>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 listed in this schedule or, for records series unique to an agency, are not part of a 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 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).</p>		
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SLR 105
Rev. 2/09

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STATE OF TEXAS Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.058	A.1058	Meeting Agendas of Open Meetings under Government Code 551	PM		PM	A	<p>As per preference of Chairman and in accordance with Government Code §551.021(a), TLLRWDCC meetings are filmed and audiovisual recordings are retained permanently in lieu of written minutes.</p> <p>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.</p> <p>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.</p>		
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SLR 105
Rev. 2/09

Retention Codes (Field 7)				Archival Codes (Field 8)	
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 of 23

2. Agency Code	535	3. Agency Name					Texas Low Level Radioactive Waste Disposal Compact Commission				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						

1.1.059	A.1059	Meetings, Certified Agendas or Tape Recordings of Closed	AC+4		AC+4	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a). SEE caution comment at item number 1.1.058.		
1.1.060	A.1060	Meetings, Audio or Videotapes of Open Meetings	PM		PM	AC = Official approval of written minutes of the meeting by the governing body of an agency.		
1.1.062	A.1062	Meetings - Supporting Documentation and Advance Briefing Documents May include, but is not limited to: import applications, export applications, amendment applications, and supporting documentation and correspondence.	4		4	A SEE caution comment at item number 1.1.058.		
1.1.063	A.1063	Internal Staff Meeting Minutes and Notes	1		1			
1.1.064	A.1064	Agency Performance Measures Documentation	FE + 3		FE + 3	CAUTION: The FE + 3 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.		

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
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			Agency	Storage	Total				

1.1.065	A.1065	Reports and Studies (Non-Fiscal)-Raw Data	AV		AV	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).		
1.1.066	A.1066	Reports to Legislature and Governor-Biennial or Annual Agency (Narrative) Required by Statute	AC + 6		AC + 6	A NOTE: SB 347 (83 rd RS) repealed Health & Safety Code §403.0052, which had required the Commission to produce a biennial report. The archival requirement for biennial reports is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Once all biennial reports have been transferred to the State Archives, this item should be removed from the records retention schedule.		
1.1.067	A.1067	Reports and Studies (Non-Fiscal)	3		3	R		
1.1.068	A.1068	Reports on Performance Measures	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years.		

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 of 23

2. Agency Code	535	3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.069	A.1069	Reports of Activities of the Commission	1		1				
1.1.070	A.1070	Agency Rules, Policies, and Procedures - Final	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working Files, item number 1.1.071.		
1.1.071	A.1071	Agency Rules, Policies, and Procedures-Developmental Working Files	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. See also item number 1.1.070.		
1.1.072	A.1072	Public Information Reports Made to Office of Attorney General	2		2				
1.1.073	A.1073	Administrative Hearings Transcripts and Final Decisions	AC+3		AC+3	R	AC = Last action.		
1.2.001	A.2001	Final Disposition and Destruction Authorizations for Records Under Retention Schedule	FE + 3		FE + 3				
1.2.003	A.2003	Forms History File of Master and Revisions	AC+1		AC+1		AC = Discontinuance of use of form.		
1.2.004	A.2004	Forms Inventory	US		US				
1.2.005	A.2005	Records Retention Schedule (SLR 105) Certifications and Approvals	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 12 of 23

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1.2.006	A.2006	Records Transmittal Forms for Transfer of Legal Custody	AC+2		AC+2	AC = 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.		
1.2.008	A.2008	Request for Authority to Dispose of State Records (RMD 102) <i>Agency copy.</i>	FE + 3		FE + 3	Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.010	A.2010	Records Disposition Logs of Transfers or Destruction	10		10			
1.2.012	A.2012	Records Inventory Worksheets	US		US			
1.2.014	A.2014	Records Management Plans for Policies and Procedures	US+1		US+1			

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 13 of 23

2. Agency Code	535	3. Agency Name					Texas Low Level Radioactive Waste Disposal Compact Commission				
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					Agency	Storage	Total				9. Remarks

1.3.001	A.3001	State Publications	AC+2		AC+2	<p>AC = Until 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 basis, 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 3.1-3.13).</p>		
1.3.002	A.3002	Publication Development Files of Background Materials and Drafts	AV		AV	R		

SLR 105
Rev. 2/09

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STATE OF TEXAS

Records Retention Schedule

SLR 105

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1. Page 14 of 23

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2.1.002	E.1002	Master Computer Files of Records Sets and Databases: LLW (Low Level Waste) Generators Waste Shipment Records Inventory	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		
2.1.007	E.1007	Software Programs	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

SLR 105
Rev. 2/09

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STATE OF TEXAS Records Retention Schedule

SLR 105

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1. Page 15 of 23

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			Agency	Storage	Total	9. Remarks		

2.1.008	E.1008	Hardware Documentation for Maintenance and Operations	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
2.1.009	E.1009	Technical Documentation	AC		AC	<p>AC = Until 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. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		

SLR 105
Rev. 2/09

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

2.2.014	E.2014	Internet Cookies	AV		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).		
2.2.015	E.2015	History Files - Web Sites	AV		AV	The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.016	E.2016	Software Registrations, Warranties and License Agreements	LA+3		LA+3			
3.1.013	P.1013	Employment Contracts	AC + 4		AC + 4	AC = Expiration or termination of the contract according to its terms.		
3.1.023	P.1023	Position/Job Descriptions	AC+4		AC+4	AC = Until superseded or job eliminated. 40 TAC 815.106(i).		
3.1.034	P.1034	Resumes - Unsolicited	AV		AV			

SLR 105
Rev. 2/09

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.035	P.1035	Performance Bonds	AC + 4		AC + 4	AC = Expiration or termination of the bond according to its terms.		
3.1.038	P.1038	Public Access Option Form Under PIA, Government Code 552.024	AC		AC	AC = Until superseded or termination of employment. SEE item number 3.3.011.		
3.2.003	P.2003	Federal Tax Records of 1099 and Other Tax Records	AC + 4		AC + 4	AC = Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001-1(e)(2).		
3.2.008	P.2008	Direct Deposit Application/Authorizations	US		US			
4.1.001	F.1001	Accounts Payable Information	FE + 3		FE + 3			
4.1.002	F.1002	Billing Detail	FE + 3		FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item number 5.5.001.		
4.1.003	F.1003	Canceled Checks/Stubs/Warrants/Drafts	FE + 3		FE + 3			
4.1.004	F.1004	Encumbrance Detail	FE + 3		FE + 3			
4.1.005	F.1005	Inventory and Other Cost Files of Quotes, Pricing and Specifications	FE + 3		FE + 3			
4.1.007	F.1007	Transfers or Budget Revisions	FE + 3		FE + 3			
4.1.008	F.1008	Electronic Fund Transfers	FE + 3		FE + 3			

SLR 105
Rev. 2/09

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 18 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.2.001	F.2001	Cash Deposit Vouchers	FE + 3		FE + 3				
4.2.002	F.2002	Cash Receipts for Fees and Permits	FE + 3		FE + 3				
4.2.004	F.2004	Encumbrance Vouchers, Orders and Statements	FE + 3		FE + 3				
4.2.005	F.2005	Purchase Vouchers, Invoices or Statements	FE + 3		FE + 3				
4.2.006	F.2006	General Journal Vouchers	FE + 3		FE + 3				
4.2.007	F.2007	Expenditure Vouchers for Travel or Payroll	FE + 3		FE + 3				
4.3.002	F.3002	Receipts Journals or Registers	FE + 3		FE + 3				
4.3.003	F.3033	Expenditures Journals or Registers	FE + 3		FE + 3				
4.4.001	F.4001	General and Subsidiary Ledgers	FE + 3		FE + 3				
4.4.002	F.4002	Accounts Receivable Ledgers	FE + 3		FE + 3				
4.4.003	F.4003	Accounts Payable Ledgers	FE + 3		FE + 3				
4.5.001	F.5001	Worksheets for Preparing Fiscal Reports	FE + 3		FE + 3				
4.5.002	F.5002	Internal Fiscal Management Reports	FE + 3		FE + 3				
4.5.003	F.5003	Annual Financial Reports	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years.		

SLR 105
Rev. 2/09

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.5.005	F.5005	External Fiscal Reports for Special Purposes	FE + 3		FE + 3				
4.5.006	F.5006	Annual Operating Budgets	FE + 3		FE + 3				
4.5.007	F.5007	USAS Reports – Daily	AC		AC		AC = Receipt and reconciliation of monthly report.		
4.5.008	F.5008	USAS Reports - Monthly	AC		AC		AC = Receipt and reconciliation of annual report.		
4.5.009	F.5009	USAS Reports - Annual	FE + 3		FE + 3				
4.6.001	F.6001	Balancing Records	FE + 3		FE + 3				
4.6.002	F.6002	Reconciliations	FE + 3		FE + 3				
4.6.003	F.6003	Cash Counts	FE + 3		FE + 3				
4.7.001	F.7001	Accounting Policies and Procedures Manual	US+3		US + 3				
4.7.002	F.7002	Bank Statements	FE + 3		FE + 3				
4.7.003	F.7003	Returned Checks/Warrants/Drafts (Uncollectable)	AC + 3		AC + 3		AC = After deemed uncollectable		
4.7.004	F.7004	Capital Asset Records	LA +3		LA +3				
4.7.005	F.7005	Claim Files	AC + 3		AC + 3		AC = Resolution of claim.		
4.7.006	F.7006	Comptroller Statements	FE + 3		FE + 3				

SLR 105

Rev. 2/09

Retention Codes (Field 7)						Archival Codes (Field 8)				
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7.007	F.7007	Detail Chart of Accounts for Each Fiscal Year	FE + 3		FE + 3				
4.7.009	F.7009	Fixed Asset Sequential Number Logs	US + 3		US + 3				
4.7.012	F.7012	Signature Authorizations for Financial Transactions	US+ FE + 3		US + FE + 3				
5.1.001	S.1001	Contracts and Leases Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		
5.1.004	S.1004	Mail and Telecommunications Listings	US		US				
5.1.005	S.1005	Postage Expense Records	FE + 3		FE + 3				
5.1.011	S.1011	Photocopier and Telefax Usage Logs & Reports	AV		AV				
5.1.012	S.1012	Charge Schedules/Price Lists and Documentation of Charges	US + 3		US + 3				
5.1.014	S.1014	Office Procedures, Manual and Guides	US + 1		US + 1				

SLR 105
Rev. 2/09

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.1.015	S.1015	Correspondence Tracking Records for Items Sent through USPS or Other Carriers	1		1				
5.1.017	S.1017	Contract Log Listing All Contracts	FE + 3		FE + 3				
5.2.008	S.2008	Equipment History File; Equipment Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA+3		LA+3				
5.2.009	S.2009	Equipment Inventory Detail Report Forms	FE + 3		FE + 3				
5.2.010	S.2010	Equipment Manuals	LA		LA				
5.2.011	S.2011	Equipment Warranties	AC + 1		AC + 1		AC = Expiration of warranty.		
5.2.012	S.2012	Estimate Files of Supply and/or Repair	1		1				
5.2.014	S.2014	Inventory - Annual Physical	FE + 3		FE + 3				
5.2.023	S.2023	Year-to-Date Activity (Inventory Listing)	FE + 3		FE + 3				
5.2.025	S.2025	Equipment Descriptions and Specifications	AC + 2		AC + 2		AC = Equipment is no longer in the agency.		

SLR 105
Rev. 2/09

Retention Codes (Field 7)	Archival Codes (Field 8)
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 23

2. Agency Code 535		3. Agency Name Texas Low Level Radioactive Waste Disposal Compact Commission							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.3.007	S.3007	Bid Documentation	FE + 3		FE + 3		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001.		
5.3.008	S.3008	Purchasing Logs	FE + 3		FE + 3				
5.3.009	S.3009	Preliminary Requests for Information Relating to Bids and Purchases	AC		AC		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
5.4.013	S.4013	Disaster Preparedness and Recovery Plans	US		US				
5.5.001	S.5001	Billing Detail - Telecommunications In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3				

SLR 105
Rev. 2/09

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