



July 10, 2012

Ms. Debbie Tilbury
Records Manager
Department of Assistive and Rehabilitative Services
4900 N. Lamar Blvd., MC-3058
Austin, TX 78751-2399

RE: Department of Assistive and Rehabilitative Services
Retention schedule approved for use.

State and Local
Records Management

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

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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

Director and Librarian
Peggy D. Rudd

Assistant State Librarian
Edward Scidenberg

*Making
information
work
for all
Texans*

Dear Ms. Tilbury:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.

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

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

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of July 2015. If you have any questions, call the information analyst assigned to your agency, Bret Adams, at 512-936-0270.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Debra Wanser

R01-538/538



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 538

Agency Name Department of Assistive and Rehabilitative 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 Debbie Tilbury

Name (Print or type) Debbie Tilbury

Date 02/23/2012

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 Peggy D. Rudd
Name (Print or type) Peggy D. Rudd

Date 7/6/12

Recertification No. 3 Amendment No.

CAUTION

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

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



STATE OF TEXAS
Records Retention Schedule

SLR 105 (06/05)
Texas State Library and
Archives Commission

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Agency Code	538	Agency Name	Department of Assistive and Rehabilitative Services						
Record Series Item No.	Agency Item No.	Record Series Title	Retention Period			Archival		106 No.	Amend No.
			Agency	Storage	Total		Remarks		

General

General

1.1	01-01	Itineraries, Calendar, Appointment records	CE+1		CE+1				
1.1	01-02	Open Records Request Log	AC+FE+5		AC+FE+5		AC= After Completed		
1.1.007	01-03	Correspondence - administrative	1	3	4	R	Vital record	05-538-052	
1.1.008	01-04	Correspondence - general	1	1	2				
1.1.020	01-05	Public Information Requests - Approved	AC	2	AC+2		AC= After Completed	05-538-067	
1.1.021	01-06	Public Information Requests - Denied	AC+2		AC+2		AC= After Completed		
1.1.023	01-07	Organization Charts	US		US	A			
1.1.038	01-08	Surveys	AC+3		AC+3		AC= Issuance of summary instruments; or completed.		
1.1.043	01-09	Training Manuals and Materials	US	1	US+1				
1.1.057	01-10	Transitory Information	AC		AC		AC= Purpose of record has been fulfilled. Records of temporary usefulness that are not an integral part of another record series, that are not regularly filed with other record series, and that are required only for a limited time to complete an action.		
1.1.062	01-11	Meetings - Supporting Documentation	2		2	A	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.		

Retention Codes	Archival Codes
AC – After Closed, Terminated, Completed, Expired, Settled	A – Transfer to State Archives
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General

General

1.1.063	01-12	Staff Meeting Agenda, Minutes and Notes	1		1		Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings
1.1.065	01-13	Reports and Studies (non-fiscal) Raw data	AV		AV		
1.1.067	01-14	Reports - administrative/ non-fiscal	3		3	R	
1.1.069	01-15	Reports - general/ activity	1		1		
1.2.010	01-16	Records disposition log	10		10		
4.2.005	01-17	Administrative Purchases - Invoices	FE+3		FE+3		
5.4	01-18	Accident and/or Injury Report	3		3		Includes supporting documentation. Excludes Workers Compensation Claims, Grievances, Civil Rights and EEO charges. DARS1404.
1.1.053	01-19	Registration Logs	AC+1		AC+1		AC=Report filed with the Texas Ethics Commission.
1.1.010	01-20	Directives	US	1	US+1		
1.1.013	01-21	Calendars, Appointment and Itinerary Records	CE	1	CE+1	R	Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review.
1.1.074	01-22	Sunset Review Report and Documentation	AC	3	AC+3	R	AC= After the subsequent Sunset Review
1.1.026	01-23	Texas Register Submissions	AC	1	AC+1		AC= Date of publication in the Texas Register

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Blind Services

Adapted Media Unit

5.1.007 12-01 Braille/Large Print Requests FE+5 FE+5

Business Enterprises of Texas

Central Office

5.2	12-02	BET Facility File - Active and Inactive	US	3	US+3	Until permit is superseded. One for each BET business in the program. Visitations, facility permit, general correspondence during creation, original advertisement, BE 155 quarterly sanitation review. Field office has a copy.
3.1	12-03	BET Manager File - Assigned	AC	20	AC+20	AC= manager is unassigned. One for each manager in the program. Assigned document (BE 121), Equipment Loan Agreement with initial equip. inventory, letters to manager, license. Field office has copy.
3.1.027	12-04	BET Training	AC	5	AC+5	AC= termination of being a manager. Training of managers. Application; training; tests
4.2.007	12-05	Equalization	FE	3	FE+3	Transfer of funds. Payment to managers from vending machine revenues, etc.
1.1.058	12-06	ECM Agenda and Minutes	PM		PM	A Vital Record. ECM= Elected Committee of Managers. Roster, meeting minutes, elections, correspondence. Statutory requirements dictate vital retention.

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Blind Services

Business Enterprises of Texas

Central Office

	12-07	Retirement	AC	5	AC+5		AC= Phase out date of Retirement Plan or date of deceased manager. Administration; correspondence with actuarial; retirees, beneficiaries; quarterly distributions. Program is phased out as of December 2011.
1.1.070	12-08	BET Manuals	AC+3		AC+3	R	Vital Record. AC= Completion or termination of policy or procedure. BET Manual of Operations.
5.1.013	12-09	Insurance	AC	4	AC+4		AC= Expiration of the insurance policy according to it's terms. Bids, contracts; policy; claims; audit.
4.2.007	12-10	RHIVS payments	FE	3	FE+3		Calculation; distribution. Similar to Longevity pay. This Program replaces retirement and vacation plans.
5.1.001	12-11	Vending Services Contract Files	AC	4	AC+4		AC= End of contract according to it's terms. Contract files contain a copy of the initial contract (3 years) and possibly 2 extensions (2 years each). Contracts can last seven years. Contract files also contain general correspondence with host facilities as well as contractor. General corr.
5.1.001	12-12	Contracts and Leases	AC+4		AC+4		Vital Record. AC= end of contract terms. Includes Military Base contracts, Vendor Service contracts (can have 2 extensions), contract mods, payments, and correspondence.

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Blind Services

Business Enterprises of Texas

Central Office

5.2.008	12-13	Equipment History File, Equipment Service Agreements	LA+3		LA+3	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes request for installation, moves, service, etc., and service/repair logbooks, etc. Pertains to asset values that are in excess of \$5000.
3.1	12-43	BET Manager File - Unassigned	AC	3	AC+3	AC= manager is unassigned. One for each manager in the program. Assigned document (BE 121), Equipment Loan Agreement with initial equip. inventory, letters to manager, license. Field office has copy.

Field Offices

1.1.064	12-14	Facility Monthly Report File	FE	3	FE+3	One for each BET business in the region. Current and previous calendar year BE 117s (BET Monthly Facility Report), supporting documentation such as inventories and repair work.
5.2.008	12-15	Facility Equipment File	LA	3	LA+3	One for each BET facility in the region. DARS 2162 (Issue, Transfer or Turn-In), equipment inventories, any correspondence related to equipment and BET database equipment property listing. All correspondence for equipment with a value of \$500 or more must be maintained for the life of the asset.
5.2	12-16	Potential New Facilities	FE	3	FE+3	Site surveys, blue prints/floor plans, and general correspondence

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Blind Services

Business Enterprises of Texas

Field Offices

1.1.008	12-17	General Correspondence	1	1		Monthly maintenance reimbursement documentation and letters to governmental agencies
4.2	12-18	Purchasing File	FE	3	FE+3	Working documents and research. Supplier Information with ID number, payment remittance address, contact names and phone numbers, HHSAS requisitions and purchase orders, copies of invoices, cancellation of HHSAS p.o.s, and general correspondence from supplier.
5.6.005	12-19	State Vehicle File	FE	3	FE+3	Monthly vehicle mileage log with copies of receipts for gas or maintenance.

Consumer Services Support

	12-23	Stat Sheets Medicaid Case Management	5	5		
	12-24	Exception List Medicaid Case Management	5	5		
	12-25	Consumers with Medicaid	5	5		
1.1.006	12-26	Complaint Records	AC+2	AC+2		AC= Final Disposition
1.1.008	12-27	Inquiries - General Correspondence	1	1		Consumer data is confidential

Criss Cole Rehabilitation Center

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Blind Services

Criss Cole Rehabilitation Center

	12-28	Consumer Case Files	AC+FE+1	4	AC+FE+5	Vital Record. AC= close of consumer file.
1.1	12-29	CCRC Electronic Files database	AV		AV	Includes documents on SharePoint and Server 3
1.1	12-30	Correspondence with Vendors	FE+3		FE+3	Vital Record
1.1.043	12-31	Training Curriculumms	US+1		US+1	
1.1.070	12-32	CCRC Procedures	AC+3		AC+3	R Vital Record. AC= Completion or termination of policy or procedure

DBS Programs

1.1	12-33	Federal/State Reports	10		10	Vital Record. RSA 2, 15, 62, 911, 113, 722
1.1.024	12-34	State Plans - Record copy	AC+3		AC+3	R AC=Decision made to implement plan or not implement result of planning process.
1.1.024	12-35	Plans and Planning Records	AC+3		AC+3	R Vital Record. AC=Decision made to implement plan or not implement result of planning process. Includes Historical Correspondence & Statistics
1.1.070	12-37	Program Manuals	AC+3		AC+3	R Vital Record. AC= Completion or termination of policy or procedure. Vocational Rehabilitation (VR), Blind & Visually Impaired Children's Program (BVICP), Independent Living Rehabilitation (ILR), Maximum Affordable Payment Schedule (MAAV)

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Blind Services

DBS Programs

4.7.008	12-38	Grants	AC+3		AC+3	Vital Record. AC= Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
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District Offices

	12-39	Consumer Case Files	AC+FE+1	4	AC+FE+5	Vital Record. AC= Close of case file. DRS and DBS offices
1.1	12-40	Correspondence with Vendors	FE+3		FE+3	Vital Record

Vocational Diagnostic Unit

2.1	12-41	VDU Consumer Demographic Database	AV		AV	Serves as tracking system of consumer services statuses in unit.
2.1	12-42	VDU Consumer Test Data	AV		AV	Used to update and revise text norms by VDU only (research data).

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Chief Financial Officer

Accounting

Financial Systems

4.6.002	04-01	Reconciliations	FE+3		FE+3				
4.5	04-34	SSA Reimbursement - claims	CE	5	CE+5				
4.5	04-35	SSA Reimbursement - general	CE	5	CE+5				
4.5	04-36	Reimbursement - cost formulas	US		US				

Fund Accounting

4.1.002	04-02	Billings	FE+1	4	FE+5			05-538-068	
4.2.001	04-03	Cash Deposit Vouchers & Backup	FE+1	4	FE+5			05-538-006	
4.5.003	04-06	Annual Financial Report	AC+6		AC+6		AC=September 1 of odd-numbered calendar years.		
4.5.005	04-07	Miscellaneous External Reports	FE+3		FE+3				
4.5.005	04-08	Indirect Cost Rate Plan	FE+5		FE+5				
4.5.005	04-09	Federal Grant Reports	FE+5		FE+5		All audit requirements are met prior to final disposition.		
4.6.002	04-11	Reconciliations	FE+3		FE+3		Petty cash, travel, SPA, etc		
4.7.008	04-12	Federal Grant Records	FE+5		FE+5		Vital Record. 34 CFR 80.42 All audit requirements are met prior to final disposition.		

Fund/General Accounting

4.2.006	04-04	General Journal Vouchers	FE+1	4	FE+5			05-538-009	
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Chief Financial Officer

Accounting

Fund/General Accounting

4.7.012	04-13	Signature Authorizations	US+FE+1	2	US+FE+3	USAS signature cards; federal draw signature cards.	
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General Accounting

4.2.007	04-05	Expenditure Vouchers	FE+1	2	FE+3	Expenditure Transfer Vouchers etc. All audit requirements are met prior to final disposition.	05-538-008
3.2.003	04-14	Federal Tax Records	AC	4	AC+4	Vital Record. AC= Tax due date, date claim filed, or tax paid date whichever is later. 26 CFR 31.6001-1(e)(2)	05-538-004
4.1.001	04-15	Accounts Payable Information	FE+3		FE+3		
4.1.003	04-16	Warrant Cancellations	FE+1	4	FE+5	All audit requirements are met prior to final disposition.	05-538-028
4.2.005	04-17	Purchase Vouchers - consumer & office expense	FE+1	4	FE+5	Microfilm master stored at State Records Center. Imaging (to replace microfilming) began Sept. 2005. Contains the Billing Detail - Telecommunications records for field offices. Record Copy is paper - signature needed for audit per James Dawson.	05-538-032
4.2.005	04-18	Vouchers - cancellations	FE+5		FE+5		
4.2.007	04-19	Expenditure Vouchers - Travel	FE+1	2	FE+3		
4.6.002	04-20	Reconciliations	FE+1	2	FE+3	All audit requirements are met prior to final disposition.	05-538-018
4.7	04-21	Deposit Records	FE+5		FE+5		

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Chief Financial Officer

Accounting

General Accounting

4.7	04-22	Refunds	FE+1	4	FE+5	Microfilm master stored State Records Center	05-538-037
4.7.002	04-23	Bank Statements	FE+1	2	FE+3	All audit requirements are met prior to final disposition.	05-538-020
4.7.003	04-24	Returned Checks/Warrants/Drafts (Uncollectible)	AC+3		AC+3	AC= determined uncollectible	
3.2	04-25	Payroll Documentation	FE+1	2	FE+3	34 CFR 80.42. All audit requirements are met prior to final disposition.	05-538-005
4.4.001	04-26	General and Subsidiary Ledgers	FE+1	2	FE+3	Vital Record. 34 CFR 80.42 All audit requirements are met prior to final disposition.	05-538-011
4.5.001	04-28	Worksheets for Preparing Fiscal Reports	FE+1	2	FE+3	34 CFR 80.42 All audit requirements are met prior to final disposition.	05-538-014
4.5.002	04-30	Internal Fiscal Management Reports	FE+1	2	FE+3	All audit requirements are met prior to final disposition.	05-538-016
4.7	04-31	End of Year Inventory Listing	FE+1	2	FE+3	34 CFR 80.42 On mainframe - tape stored off-site. Supports Annual Financial Report figures.	05-538-024
4.2	04-32	BEP Stand Reports/Log Book	CE+1	2	CE+3	All audit requirements are met prior to final disposition.	05-538-010
4.2	04-33	Warrants - Register	FE	3	FE+3		05-538-035
3.2	04-37	Miscellaneous Form 1099	FE	6	FE+6	Vital Record. Required to keep for the Internal Revenue Service	
3.2	04-38	W-9s	1	14	15	Vital Record. 15 years due to IRS audits.	

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Chief Financial Officer

Accounting

General Accounting

4.7.012	04-39	Signature Authorizations	US+FE+1	2	US+FE+3	USAS signature cards; federal draw signature cards.
4.2.006	04-40	General Journal Vouchers	FE+1	4	FE+5	

Budget

1.1.004	05-01	Legislative Appropriations Request Including supporting documentation	AC+6		AC+6	A AC= Passage of Appropriations Act Archival requirement met by sending copy to the Publications Depository Program, Texas State Library and Archive Commission.
1.1.008	05-02	Correspondence	1		1	Non administrative information request
1.1.027	05-03	Fiscal Notes - Proposed Legislation	FE+5		FE+5	34 CFR 80.42 Drafts of proposed legislation and related correspondence.
1.1.064	05-05	Agency Performance Measures Documentation	FE+5		FE+5	Vital Record. 34 CFR 80.42
4.1.004	05-07	Encumbrances Detail	FE+3		FE+3	
4.5.002	05-08	Budgets & comparison Reports	FE+1	2	FE+3	Internal fiscal management reports. 34 CFR 80.42 All audit requirements are met prior to final disposition. 05-538-029
4.5.002	05-09	Internal Fiscal Management Reports	FE+3		FE+3	Combined 5-10 through 5-36
4.5.005	05-37	External Fiscal Reports	FE+2	3	FE+5	34 CFR 80.42 Special purpose - i.e. federal financial reports, salary reports, etc. 05-538-017
4.5.005	05-39	Budget (by year) - state budget	FE+3		FE+3	by fiscal year

Retention Codes				Archival Codes			
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			

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			Agency	Storage	Total	Remarks		

Chief Financial Officer

Budget

4.5.005	05-40	Reports - B5143 reports	FE+3		FE+3			
4.5.006	05-42	Annual Operating Budget	FE+3		FE+3			
4.6.002	05-44	ABEST/USAS Reconciliation Work Papers	FE+5		FE+5	34 CFR 80.42 All audit requirements are met prior to final disposition.		
4.7.006	05-45	Comptroller Statements	FE	3	FE+3		05-538-021	

Retention Codes

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AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes

A – Transfer to State Archives
R – Review by State Archivist

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			Agency	Storage	Total	Remarks		

Chief Operating Officer

Contract Oversight and Support

5.1	26-01	Consumer Service Contractor Monitoring Files	AC+FE+1	2	AC+FE+3	Vital Record. AC= Contract expires, terminated, settled or closed. Includes each program's monitoring correspondence, monitoring reports, and clearing of findings. COS has financial part of ECI files.	05-538-054
1.1	26-02	Single Audit Reports	AC	3	AC+3	AC= Date of receipt. Federal Circular A-133.320 Reports are needed to ensure oversight of providers that support agency programs.	05-538-070

Executive Support

Business Continuity and Emergency Management

5.4.013	14-01	Continuity of Operations Plans	US		US	These plans provide overview of agency business continuity strategy, processes and guidelines. Vital records.	
5.4.013	14-02	Disaster Recovery Plans (Information Resources systems and software)	US		US	The DARS Disaster Recovery Plans are developed by the Data Center Support Contractor (currently IBM). These plans provide overview of agency Disaster Recovery strategy, processes and guidelines. Vital records.	
5.4.013	14-03	Homeland Security Implementation and Emergency Management Plans	US		US	These plans provide overview of agency Homeland Security and Emergency Management strategy, processes and guidelines. Vital records.	

Information Resources

Retention Codes				Archival Codes			
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Chief Operating Officer

Information Resources

Automation

1.1.024	08-01	IR Deployment Review (IRDR)	AC+3	AC+3	R	AC= Completed
2.1	08-02	Internal Programs & Job Control Language	US	US		Vital Record. Software programs
2.1	08-03	Statistical Data	AV	AV		
2.1	08-04	Data Dictionaries and Meta Data	US	US		Vital Record
2.1.002	08-05	Enterprise Consumer (Real Time)	AC+FE+5	AC+FE+5		Vital Record. AC= Close of consumer file. Agency policy to retain longer than TSLAC minimum.
2.1.002	08-06	Enterprise Financial (Data Warehouse)	AC+FE+10	AC+FE+10		Vital Record. AC= Close of consumer file. Agency policy to retain longer than TSLAC minimum.
2.1.002	08-07	Enterprise Consumer (Data Warehouse)	AC+FE+10	AC+FE+10		Vital Record. AC= Close of consumer file. Agency policy to retain longer than TSLAC minimum.
2.1.002	08-08	Enterprise Financial (Real Time)	AC+FE+5	AC+FE+5		Vital Record. AC= Close of consumer file. Agency policy to retain longer than TSLAC minimum.
5.4.013	08-09	Disaster Recovery Plan	US	US		Vital Record
2.1	08-10	Computer Software Media	AC	AC		Vital Record. AC= Until terminated
2.1	08-11	Computer Software documentation	LA	LA		Vital Record

Communications Services

Retention Codes				Archival Codes			
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			Agency	Storage	Total	Remarks			

Chief Operating Officer

Information Resources

Communications Services

5.5	08-12	Telecom Access Tracking	LA	LA	Vital Record	
5.5.001	08-13	Billing Detail - Telecommunications	FE+3	FE+3		
5.5.003	08-14	Customer Request Tracking	AV	AV	Vital Record	
5.5.004	08-15	Call Detail Records	FE+2	FE+2	Vital Record	
1.1.024	08-20	Planning Records	AC	3	AC+3	R AC= decision made to implement plan or not to implement result of planning process. Includes Requests for IR Services

Information Security

	08-16	Confidentiality Agreements	AC+5	AC+5	AC=Termination of employment. Includes documents such as CTIA (CTIA= Confidential Tax/ Vendor Information Agreement - A Comptroller of Public Accts form 70-223), HR0314 Computer Usage Agreement and DARS 1282 ERS Certificate of Acknowledgment	
2.2	08-17	Internet Usage Logs	6 mos	6 mos		
2.2	08-18	Security Logs	AV	AV		
5.4.012	08-19	Request for Access and Service	AC+2	AC+2	Vital Record. AC= Until superseded or date of termination. Includes forms DARS 1260, 1276, & 1277	

Legal Services

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

Chief Operating Officer

Legal Services

1.1	03-01	Hearings File	FE+1	2	FE+3			Vital Record
1.1	03-02	Subrogation Files	FE	1	FE+1			Vital Record
1.1	03-03	Legal Services Action Files	5	5	10			Vital Record. Includes formal opinions, investigative reports, decisions and judgments
1.1	03-04	Legal Services Administrative Files	FE+1		FE+1			Includes briefing books, logs
1.1	03-06	Attorney's reference files	AV		AV			
1.1.014	03-07	Legal review, consultations and opinions	AC+1	1	AC+2	R		AC= After Closure
1.1.048	03-08	Litigation Files	AC+1	4	AC+5	R		AC= After Closure
3.1.018	03-09	Grievance Records	AC	2	AC+2			AC= Final decision on the grievance
1.1.072	03-10	Public Information Reports/Logs	2		2			Reports made to the Office of the Attorney General on an agency's Public Information Act activities.
1.1.020	03-11	Public Information Files	AC	1	AC+1			AC= Date request is fulfilled
1.1.021	03-12	Consumer Releases	AC	2	AC+2			AC= Date of notification records are exempt. Includes consumer requests for records.
1.1.057	03-13	Transitory Information	AC		AC			AC= Purpose of record has been fulfilled. Could include records such as Subpoenas where DARS is not a party to any litigation. Please see full definition of Transitory Information in General portion of schedule.

Procurement and Client Services Contracting

Retention Codes				Archival Codes	
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			Agency	Storage	Total	Remarks	106 No.

Chief Operating Officer

Procurement and Client Services Contracting

Consumer Procurement

1.1	20-01	Memoranda of Understanding (MOU)	US+3		US+3	R	Vital Record
4.2.005	20-02	Purchase orders	FE+3		FE+3		
4.7.008	20-03	Independent Living Grant	AC+1	2	AC+3		Vital Record. AC= End of grant
4.7.008	20-04	Contracts/ Grants/ Interagency Contracts	AC+1	3	AC+4		Vital Record. AC= End of contract or grant
4.7.008	20-05	Coordination Forms	AC+FE+1	3	AC+FE+4		AC= Satisfaction of all grants and agreements

Medical Services

1.1	20-06	Local Medical Consultants	US		US		Filed alphabetically
1.1	20-07	Maximum Affordable Payment Schedule (MAPS)	US+4		US+4		Filed by subject
1.1	20-08	Medical Director Courtesy Cases	FE+1		FE+1		

Provider Services

1.1	20-09	PST School Course Information	AC		AC		AC= when school or provider is closed from program or license is replaced, whichever is applicable. Proprietary School Training.
1.1	20-10	Provider Record	AC		AC		AC= when school or provider is closed from program or license is replaced, whichever is applicable.
1.1	20-11	PST School Certificate or License	AC		AC		AC= when school or provider is closed from program or license is replaced, whichever is applicable. Proprietary School Training.

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Chief Operating Officer

Procurement and Client Services Contracting

Provider Services

1.1	20-12	Specification Record	US	US	Vital Record. US for when licenses are replaced.
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Program and Operations Support Services

5.4.012	06-46	Badge Access Authorization documentation	AC+2	AC+2	Vital Record. AC= Until superseded, date of expiration or termination, whichever sooner. Includes signature authorizations, required access approval (DARS 1260). Includes field badges.
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Facilities Management

Central Requester

5.6.009	06-34	Parking Permits or Assignments	US	US	
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Property Management

4.7.004	06-03	Capital Asset Records	LA+3	LA+3	
4.7.009	06-04	Fixed asset sequential number log	US+3	US+3	
5.2	06-15	State property - loan of	US	US	
5.2.009	06-18	Equipment inventory detail report	FE+3	FE+3	Pass documentation. Includes inventory entry sheets
5.2.014	06-20	Annual Inventories	FE+3	FE+3	34 CFR 80.42 All audit requirements are met prior to final disposition.

Retention Codes				Archival Codes	
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			Agency	Storage	Total	Remarks	106 No.

Chief Operating Officer

Program and Operations Support Services

Facilities Management

Property Management

5.2.015	06-21	Notice of equipment removed from inventory	FE+3		FE+3	
5.2.016	06-22	Property Transaction - Inventory system update listing	AC		AC	34 CFR 80.42 AC= Transfer of information into annual listing. Shows all additional, changes, deletions, and transfer times for the monthly processing period
5.2.017	06-24	Lost & Stolen Property Reports	FE+3		FE+3	34 CFR 80.42
5.2.021	06-25	Surplus Property Sale Reports	FE+3		FE+3	34 CFR 80.42 All audit requirements are met prior to final disposition.
5.4.012	06-30	Security Access Records	AC+2		AC+2	Vital Record. AC= Until superseded, date of expiration or termination, whichever sooner. Includes key logs, signature authorizations, code lists, access logs, etc

Support Services

Records Management

1.1	07-01	Closed consumer case files - paper copies	AC+FE+1	4	AC+FE+5	Vital Record. AC= Closure of file
1.1	07-02	Request for Confidential Records Log	AC+2		AC+2	AC= release of information
1.1.021	07-03	Consumer records- release of information	AC+2		AC+2	AC= release of information
1.2	07-04	Disposal of Records - Texas State Library	AV		AV	
1.2.001	07-05	Destruction sign-offs	FE+3		FE+3	

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			Agency	Storage	Total	Remarks			

Chief Operating Officer

Program and Operations Support Services

Support Services

Records Management

1.2.005	07-06	Records retention schedule	US	US	Vital Record. Original to be retained by Texas State Library, RMD. RMD-105
1.2.006	07-07	Records transmittal forms - agency copy	AC+2	AC+2	AC= Approval by Texas State Library
1.2.008	07-08	Request for authority to dispose of state records	FE+3	FE+3	Original retained by State Records Center. RMD-102
1.2.010	07-09	Records disposition log	10	10	DARS 1523
1.2.011	07-10	Records Center Storage Approval Forms	US	US	Original retained US+5 by State Records Center. RMD-106

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

Assistant Commissioner

1.1.006 28-07 Complaints AC+2 AC+2 AC= Final Disposition

Assistant Commissioner's Office

1.1.008 28-01 Conferences/meetings Correspondence 1 1 General correspondence

Disability Determination Operations

1.1.069 28-02 DS production reports 1 1 DS= Disability Specialist

Disability Infrastructure Support

5.4.011 28-09 Visitor Control Records 3 3 Logs or registers documenting visitors to agency facilities.

Disability Resource Management

1.1.002 28-03 Audits - internal and external AC+1 6 AC+7 AC= completion of audit

4.2.005 28-05 CE Requisition/ MER Proffering Letter FE 4 FE+4 Vital Record. Paper case back up material is stored offsite. CE=Consultative Examination. MER=Medical Evidence of Record 05-538-039

4.5.006 28-06 Annual operating budget FE+3 FE+3

Quality and Inquiry Support

1.1.008 28-08 Inquiries 1 1 General correspondence

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Early Childhood Intervention Services

Assistant Commissioner

1.1	17-06	Federal Grant Application	FE+5	1	FE+6		Vital Record. 1 year storage on-site	05-538-056
1.1	17-07	Administrative Correspondence	3	3	6	R	Vital Record. Numbered Documents, and official correspondence with Office of Special Education, Assistant Commissioner webinars, Program Determinations, Annual Performance Report and State Performance Plan	05-538-076
1.1	17-12	Reports - Operational Support	2	1	3		1 year storage on-site, to include information on non-key measures	
1.1.065	17-13	Reports, Studies, and Surveys-Raw Data	AV		AV		Needs Analysis	05-538-062
1.1.065	17-14	Raw Data/Child and Family Questionnaire	FE+2	3	FE+5			05-538-064
1.1.006	17-21	Complaint File	AC	2	AC+2		AC= Final disposition of the complaint. When applicable, any statutes of limitations must be met before file is closed.	
1.1.058	17-22	Meeting agenda, minutes and Supporting Documentation - Advisory Committee	PM		PM	A	Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, TSLAC.	05-538-075
1.1.060	17-23	Recordings of Advisory Committee Meetings	AC+3 mos		AC+3 mos		AC= Official approval of written minutes.	

Performance and Oversight

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Early Childhood Intervention Services

Performance and Oversight

1.1	17-01	HPIT/RESPIT Files	AC	4	AC+4	Vital Record. AC= Expiration of termination of the instrument according to its terms. High Priority Infant Tracking system. Respite files are included with the program files – and includes Respite Financial Reports and Respite Contracts.	05-538-050
1.1	17-03	Request for Proposal Information	3	3	6	Vital Record	05-538-051
1.1	17-04	Purchase of Service Records	FE	4	FE+4		05-538-055
1.1	17-09	ECI Program/Files	3	3	6	Vital Record. Includes each program's correspondence, grant information, fiscal reports, program reports, and milestones.	05-538-053
1.1	17-11	ECI Program Closed Consumer Files	AC	5	AC+5	Vital Record. AC= Close of case file. These files become property of ECI State Office only when the agency no longer exists and when a new program is not suitable to take responsibility of these files. For the confidentiality of the children and families these files are brought to the state office.	05-538-069
5.1.001	17-26	Program Monitoring Files	AC	4	AC+4	Vital Record. AC= Expiration or termination of the instrument according to its terms. Includes contract with vendors, each program's monitoring correspondence, monitoring reports, and clearing of findings.	

Policy and Support

1.1	17-02	Director's Meeting Information	2	3	5	R
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Early Childhood Intervention Services

Policy and Support

1.1	17-05	ECI Statewide Conference Information & CEU's	2	3	5	R		05-538-065
1.1	17-10	Historical Training Manuals (including webinars, go to meetings)	PM		PM			
1.1.068	17-15	Reports on TA & Training Events - Performance Measures	AC	6	AC+6		Vital Record. AC= September 1 of odd-numbered calendar years.	05-538-072
1.1.024	17-16	Planning Documents & Project Work Plans - Training	AC	3	AC+3	R	AC= Decision made to implement or not to implement result of planning process	
1.1.024	17-17	Planning Documents & Project Work Plans - Public Awareness	AC	3	AC+3	R	AC= Decision made to implement or not to implement result of planning process	
3.1	17-18	Competency Demonstration System	1	4	5		Including EIS Personnel Files	05-538-073
1.1.043	17-19	ECI Training Materials	US	1	US+1		1 year storage on-site	
1.1.065	17-20	Staff Needs Assessment Surveys	AV		AV			05-538-077
5.1.001	17-24	Training Contracts & Agreements - Including Speaker Files	AC+1	3	AC+4		Vital Record. AC= Expiration or termination of the instrument according to its terms.	05-538-071
1.3.002	17-25	Publication Development Files	AV		AV	R	Includes background material, copy (drafts), original artwork, photo negatives, prints, flats, etc.	

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Archival Codes

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HHS Consolidated

Civil Rights

1.1.006	09-01	Complaint Files/Records	AC	2	AC+2	AC= Final disposition of the complaint
1.1	09-02	Compliance Reviews	1	2	3	
1.1.056	09-03	ADA Documentation	1	2	3	Self evaluations and plans documenting compliance with the Americans with Disabilities Act
3.3.030	09-04	Training Administration Records	US	2	US+2	
3.1.039	09-05	Ombudsman Records	AC		AC	AC= Final decision or matter closed.
3.1	09-06	Reasonable Accommodation Requests	AC	3	AC+3	AC= Employee termination

Enterprise Contract and Procurement Services

5.3	15-01	Procurement Card Purchases	FE	3	FE+3	
4.2.004	15-02	Encumbrance Vouchers	AC	4	AC+4	AC= expiration or termination of contract according to its terms. Purchase orders, statements, change orders, etc. These are procurements attached to an existing contract.
5.3.008	15-03	Purchasing Log	FE	3	FE+3	Log, registers, etc. providing a record of purchase orders issued, orders received and similar date on procurement status.
5.1.001	15-04	Contracts and Leases	AC	4	AC+4	AC= Expiration of contract. Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings.

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HHS Consolidated

Enterprise Contract and Procurement Services

4.2.005	15-05	Purchase Vouchers	FE	3	FE+3	These are procurements NOT attached to an existing contract. AC= Expiration or termination of the instrument according to its terms. Includes bid requisitions/authorization, invitations to bid or purpose, bid secs, accepted and rejected bids, and bid tabulation/evaluation.			
5.3.007	15-06	Bid Documentation	AC	4	AC+4				

Human Resources Management

3.1	21-01	Employee Personnel File	AC	5	AC+5	AC= Termination of employee. Includes Personnel/Payroll action forms, job descriptions, job application, W4s, Leveling authorization, direct deposit authorization, performance evaluations, prior state employment verification, savings bond enrollment, merit/bonus recommendations, disciplinary action info, separation letter, recognition letters, training certificates, employee clearance checklist, misc. Can include volunteer personnel records.		05-538-030
3.4	21-02	Employee Leave File	FE	5	FE+5	Vital Record		05-538-058
3.1.014	21-03	Employment Selection Records	2		2	Vital Record		
3.1.019	21-04	Performance Appraisals	AC	5	AC+5	AC= Termination of employment. Increase in retention time per Maureen Franz, HHSC Legal		
3.1.023	21-05	Position/Job Description	AC	4	AC+4	Vital Record. AC= Until superseded or job eliminated		

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HHS Consolidated

Human Resources Management

3.1.024	21-06	Physical Examination/ Medical Reports	AC	2	AC+2	AC= Until superseded	
3.1.026	21-07	Criminal History Check	AC		AC	AC= The criminal history record has served the immediate purpose for which it was obtained.	
3.2.007	21-08	Unemployment Compensation Records	AC	5	AC+5	AC= Termination of employment.	
3.2.009	21-09	State Deferred Compensation Records	AC	5	AC+5	Vital Record. AC= All accounts with vendor for an individual have been closed.	05-538-026
3.3.011	21-10	Former Employee Verification Records	AC	75	AC+75	Vital Record. AC= Termination of employment. Includes Public Access Option form completed by employee.	
3.3.015	21-11	Position/ Job Classification Review File	US	3	US+3		
3.3.024	21-12	Personnel Policies and Procedures	US	3	US+3		
3.4.001	21-13	Accumulated Leave Adjustment Records	FE	5	FE+5		
3.3.027	21-14	Aptitude and Skills Test	US	2	US+2		
3.3.028	21-15	Aptitude and Skills Test - Test Papers	2		2		
3.3.029	21-16	Aptitude and Skills Test - Validation Records	AC	2	AC+2	AC= As long as the test is used by an agency.	
3.1.022	21-19	Personnel Updates	1	1	2		05-538-044
4.5.002	21-20	Reports - payroll reports	FE+1	2	FE+3	Master stored at State Records Center	05-538-040
3.2.002	21-21	Payroll - Employee Earnings Records	1	3	4	Vital Record. Includes W2s	05-538-038
3.1.012	21-22	Job Vacancy Notices	1	1	2	29 CFR 1602.31(a)	05-538-031

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HHS Consolidated

Human Resources Management

3.2	21-23	Payroll certification documentation	FE+1	2	FE+3	Monthly and supplemental	05-538-059
3.1.029	21-24	Employment Eligibility, Documentation or Verification of (INS I-9)	AC		AC	Vital Record. AC= 3 years after the date of hire or for 1 year after employment is terminated, whichever is later. Federal reporting form.	
3.1.011	21-25	Employee Insurance Records	AC		AC	AC= Until superseded or termination of employment.	
3.2.010	21-26	Human Resources Information System (HRIS) Reports	AC	4	AC+4	Vital Record. AC= After new period begins. Includes supporting documentation. Includes FTE report and exempt plan.	
3.3.001	21-27	Affirmative Action Plans	FE	5	FE+5	29 CFR 30.8(e) for apprenticeship plans.	
3.3.004	21-28	Benefit Plans (including Open Enrollment info)	US	1	US+1	29CFR1627.3(b)(2)	
3.3.026	21-29	Agency Staffing Reports	US	3	US+3	Until no longer needed for reports or tracking information. Identifies employee by social security number, name, or position. SSN confidential	
3.3.031	21-30	EEO Reports and Supporting Documentation	CE	3	CE+3		
3.4	21-31	Overtime Authorizations and Schedules	2		2		

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Office of the Commissioner

Commissioner's Office

1.1.007	16-01	Correspondence	FE+5	FE+5		34 CFR 80.42		
	16-04	RSA Correspondence	US+3	US+3		Vital Record. Fed. Rehabilitation Services Administration		
1.1.007	16-06	Correspondence - Interagency/Administrative	FE+5	FE+5	R	Vital Record		

DARS Council

1.1	24-01	Meeting Notices to the Texas Register	FE+1	FE+1				
1.1.060	24-02	Meetings - Audio & Videotapes, CART Transcriptions	AC+3 mos	AC+3 mos		AC= Official approval of written minutes of the meeting.		
1.1.059	24-03	Certified Agendas of Closed Meetings	AC+2	AC+2		AC= Date of meeting or completed action. Texas Government Code §551.104(a)		
1.1.058	24-04	Council Meeting Agenda and Minutes	PM	PM	A	Agency retains permanent record copy and sends copies to the State Archives.		
1.1.062	25-05	Meetings Supporting Documentation - Board	1	1	2	A Vital Record. The archival requirement will be met by sending a copy to the Archives and Information Services Division, TSLAC	05-538-066	

Deputy Commissioner

Center for Learning Management

Retention Codes				Archival Codes			
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Office of the Commissioner

Deputy Commissioner

Center for Learning Management

3.1.027	23-01	Training and Educational Achievement Records (Individual)	AC	5	AC+5	AC= Termination of employment. Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee. • CLM maintains a database that records and issues Certified Rehabilitation Counselor (CRC) Continuing Education Certificates (CEUs)
3.3.030	23-02	Training Administration Records	US	2	US+2	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures that govern an agency's programs, services, or projects.

Center for Policy and External Relations

Communications

1.1.008	22-02	Correspondence - general	1	1		
1.1.019	22-03	Press releases and PSAs	2	2	R	
1.3.001	22-04	Official publications - record copy	AC+2	AC+2		AC= until superseded or obsolete

Inquiries

1.1.006	22-07	Official Complaints	AC+2	AC+2		AC= Complaint settled
1.1.008	22-08	Legislative Inquiries	FE+1	FE+1		

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Office of the Commissioner

Deputy Commissioner

Center for Policy and External Relations

Inquiries

1.1.008	22-09	Inquiries - general	1	1		Consumer inquiries are confidential		
1.1	22-28	Security Incident Report	3	3		DARS 1741		

Policy and Innovation

1.1.024	22-10	Project Management files	AC+1	2	AC+3	R	AC= Date project closed or proposed project idea rejected. PMF not longer exist. Process	
1.1.070	22-12	DARS Rules, Policy and Procedure Manuals	AC	3	AC+3	R	AC= Completion or termination of policy or procedure.	05-538-049
1.1.071	22-13	Rules, Policies and Procedures - Working Files	AC+3		AC+3	R	AC= Completion or termination of policy or procedure	
1.2.003	22-14	Forms control - revisions/approvals	AC+1		AC+1		AC= Discontinued use of form.	
1.2.004	22-15	Forms control - directory/inventory/catalog	US		US			
1.1	22-16	Revision Logs	AV		AV			
3.1	22-17	Volunteer Records	AC	5	AC+5		AC= Separation of volunteer. Record series could include DARS 1622, DARS 1626, application, position description, checklist, confidentiality statement, evaluation, exit interview, time log, computer agreement.	

Stakeholder Relations

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Office of the Commissioner

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Center for Policy and External Relations

Stakeholder Relations

1.1	22-19	RCT - subcommittees	AV		AV		Rehabilitation Council of Texas
1.1	22-20	RCT - membership	US+1		US+1		Rehabilitation Council of Texas
1.1	22-21	RCT - newsletter	PM		PM		
1.1	22-22	Legis-Letter - newsletter	PM		PM		
1.1.007	22-23	RCT - correspondence, official	3		3	R	Vital Record
1.1.040	22-25	Speeches/ Presentations	AC		AC	R	AC= End of term in office or termination of service in a state position.
1.1.058	22-26	RCT - meeting minutes	PM		PM	A	

Internal Audit

1.1	10-01	Peer Review - Report and Self Assessment	US+3		US+3		Required every 3 years per Government Auditing Standards.
1.1.002	10-02	Internal Audit Reports - Final	AC+1	6	AC+7		AC=Release of final report 05-538-061
1.1.002	10-03	SAO & Other External Audit Reports	AC+1	6	AC+7		AC=Release of final report. State Auditor Official
1.1.002	10-04	Internal Audit Work papers	AC+1	6	AC+7		AC=Release of final report
1.1.007	10-05	State Auditor Official correspondence	3		3	R	Vital Record
1.1.002	10-06	Outsourced Audit Project Files	AC+1	6	AC+7		AC=Release of final report. Agreements, RFP, Products, Work Review

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Office of the Commissioner

Internal Audit

1.1.024	10-07	Annual Audit Plan and Risk Assessment	AC+1	2	AC+3	E	AC=Decision made to implement or not to implement. TX Internal Auditing Act requirement. Annual planning work paper kept until Peer Review completed. Archival review code removed subsequent to appraisal by the Archives and Information Services Division, Texas State Library and Archives Commission, February 4, 2008. Final audit report deposited in the Texas Documents Collection of the TSLAC.
1.1.066	10-08	Annual Internal Audit Report	AC+1	6	AC+7	A	AC= Sept 1 of odd numbered years. TX Internal Auditing Act requirement.
1.1.067	10-09	Special Management Requests	AC+1	2	AC+3	R	AC= Completion of request. e.g. Consultive assistance, workgroup participation
1.1.070	10-10	Internal Audit Charter	AC+1	2	AC+3	R	Vital Record. AC= Completion or termination of policy or procedure
3.3	10-11	Professional Continuing Education Records	FE+1	2	FE+3		CPE required by auditing standards. CPE records kept until Peer Review completed.

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Rehabilitation Services

Consumer Services Support

1.1.024	11-01	Vocational Rehabilitation State Plans	AC+1	2	AC+3	R	AC= Decision made to implement or not to implement results of planning process.
	11-02	IL Consumer Satisfaction - Quarterly & Annual Report	AV		AV		
	11-03	Monthly Office Activity Report	1		1		
	11-04	Leadership Academy Applications	FE+1		FE+1		
	11-05	Training Evaluation System	FE+1		FE+1		
3.1.027	11-06	Employee Training Record Database	AC+30		AC+30		AC= Employee Termination. Agency policy to retain longer than TSLAC minimum.
1.1	11-07	Employment Policy Documentation	AV		AV		
1.1	11-08	Supported Employment - projects	AC+3		AC+3		AC= Completion
1.1.024	11-09	ILS State Plan	AC+3		AC+3	R	AC= Decision made to implement or not to implement result of planning process. ILS= Independent Living Services
1.1	11-10	Community Rehabilitation Program (CRP), including Official Correspondence	US		US		
1.1	11-11	Psychological services - general	AV		AV		
1.1	11-12	Vehicle modification	AC+FE	5	AC+FE+5		AC= Close of consumer case file
1.1	11-13	Demonstration projects	5	5	10		
3.1.018	11-15	Supported Employment - hearings appeals/grievances	AC+3		AC+3		Vital Record. AC= When settled

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Rehabilitation Services

Consumer Services Support

1.1	11-17	ERS Case File Retention	AC	20	AC+20	Vital Record. AC= 26 closure (employed) Files will be shipped for storage at the Counselor's discretion. ERS= Extended Rehabilitation Services
1.1	11-18	ERS specific agreements/contracts	AC+4		AC+4	Vital Record. AC= until closed. Listed alphabetically. ERS= Extended Rehabilitation Services
1.1	11-19	ERS facilities	US		US	ERS= Extended Rehabilitation Services
1.1	11-20	ERS agreements/contracts	AC+4		AC+4	AC= Termination of Contract. ERS= Extended Rehabilitation Services
1.1	11-21	Comprehensive rehabilitation	AC+5		AC+5	AC= Case Closure
1.1	11-22	Medical devices	US		US	
1.1	11-23	Hearing aids	US		US	
1.1	11-24	Self-employment and small businesses	AV		AV	
1.1	11-25	Installed equipment	US		US	
1.1.043	11-27	Training Modules	AC+1		AC+1	AC= Completion of training activity, training revised or rewritten
1.1.043	11-28	QVRC/CSPD Program	AC+1		AC+1	AC= Completion of Masters. QVRC= Qualified Vocational Rehabilitation Counselor - includes records related to individual progress toward meeting standards
1.1.065	11-29	Supported Employment - reports/stats	AV		AV	

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Consumer Services Support

1.1.065	11-30	Supported Employment - studies/evaluations/assessments	AV		AV				
1.1	11-31	Workers' compensation - reports	AV		AV				
1.1.067	11-32	IL Quality Results	FE+3		FE+3	R	IL= Independent Living		
4.7	11-33	Supported Employment - grants	AC+3	2	AC+5		Vital Record. AC= Renewal of Grant		
5.3.007	11-34	Supported Employment - proposals	FE+3		FE+3				

Deaf and Hard of Hearing Services

18-01		Camp Applications	AC+3		AC+3		AC= end of camp outing		
18-02		Certificate of Deafness Applications	FE+5		FE+5				
18-03		Denied STAP Applicant Files	AC+FE	3	AC+FE+3		Vital Record. AC= Date Denied. Specialized Telecommunications Assistance Program		
18-04		STAP Incomplete Applications	FE+1		FE+1		Specialized Telecommunications Assistance Program		
18-05		STAP Non-exchanged Voucher Applications	FE+1		FE+1		Specialized Telecommunications Assistance Program		
18-06		Approved STAP Applicant Files	AC	5	AC+5		Vital Record. AC= Date of voucher exchange. Specialized Telecommunications Assistance Program	05-538-002	
18-07		BEI Test Materials	FE	15	FE+15		Vital Record. Board for Evaluation of Interpreters		
18-08		Inactive BEI Candidate Information Files	AV		AV		Certificate revoked/denied. Board for Evaluation of Interpreters		

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Rehabilitation Services

Deaf and Hard of Hearing Services

18-09	Active BEI Candidate Information Files	AC+1		AC+1	Vital Record. AC= Valid Certification. Board for Evaluation of Interpreters
18-10	BEI Candidate Test Materials	5		5	Video tape of Interpreter applicants.
18-11	Driver Identification Program Application	FE	6	FE+6	
18-12	CEU Application and Sign-in sheets	AC+FE	6	AC+FE+6	AC= Day after the last day of the event. Continuing Education Units.

VR Field/Regional Office

1.1	11-35	Official Review Report and Response (used to be MOSS audit)	1		1	
1.1	11-36	Official Monitoring Report (monthly)	1		1	
1.1	11-37	Consumer Records (VR, IL, CRS)	AC+FE+1	4	AC+FE+5	Vital Record. NOTE: closed client records are maintained in the field office until the end of the fiscal year plus one year after they are closed (AC+FE+1), then they are transferred to DARS Records Center for further storage. AC= until closed. VR= Vocational Rehabilitation
1.1.008	11-38	Consumer initial contacts (no application completed)	1		1	
4.2	11-39	VR/Administrative Purchase Orders	FE+1		FE+1	NOTE: Record copies of all Purchase Orders are maintained in Central Office Purchasing and Supply.
4.2.003	11-40	Daily Cash receipt logs	FE+3		FE+3	NOTE: petty cash records are maintained in the Regional Offices

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Rehabilitation Services

VR Field/Regional Office

4.6.001	11-42	Petty cash - reconciliations	FE+3		FE+3	NOTE: petty cash records are maintained in the Regional Offices
5.1.005	11-43	Postage logs	FE+3		FE+3	
5.1.015	11-44	Bus ticket signature logs	1		1	
5.4.011	11-45	Visitor Control Records	3		3	Logs or registers documenting visitors to agency facilities.

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