



February 6, 2019

Mr. Michael Clark
Chief Facilities Officer
Texas Department of Agriculture
1700 N. Congress Ave., #1030
Austin, TX 78711

Re: Agency records retention schedule approved for use.

Dear Mr. Clark,

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 Chairman

Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian

Mark Smith

Assistant State Librarian

Gloria Meraz

Your agency's records retention schedule is approved for use as of February 4, 2019. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.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. 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 February, 2024.

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, Erica Wilson-Lang, at 512-463-6627 or ewilson@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,

A handwritten signature in black ink, appearing to read "C. Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

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 551
Texas Department of Agriculture

(Check one)

- Initial Certification - Form SLR 105
X 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
X Records Management Officer

Signature Michael W Clark
Name (Print or type) MICHAEL W CLARK
Date 8/8/18

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 Gloria Meraz
Name (Print or type) Gloria Meraz
Date 8/4/19

Cert/Recert No. 10 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
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: 551 | | 2. Agency Name: Texas Department of Agriculture | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|--|---------------------|
| 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 | | | | |
| T1100 | | COMMODITY BOARD FILES | | US | 1 | | | | | US = Budgets submitted by Commodity Boards to be approved by TDA Deputy Commissioner will be disposed one year after revised budget has been submitted and approved. | |
| T1101 | | STATE BOARD & COMMITTEE MEMBER FILES | Files may include but are not limited to biographical data, expenditures, attendance records and voting records. | AC | 3 | | | AC = After last term served on the board. | R | | |
| T1102 | 1.1.002 | AUDITS | Audits and reviews performed by or on behalf of TDA, including the working papers that support the audit. Also includes audits performed on the agency. | AC | 7 | | | AC = Publication or release of final audit findings. | | The State Auditor's Office retains any copies of its audits performed on Texas state agencies. | |
| T1103 | | AUDITS-WORKING PAPERS | | AC | 7 | | | AC = Publication or release of final audit findings. | | CONFIDENTIAL | |
| T1104 | 1.1.004 | LEGISLATIVE APPROPRIATION REQUESTS | Including any supporting documentation created and/or used to justify and support legislative appropriations requests by TDA. | 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. | |



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| T1106 | 1.1.006 | COMPLAINT RECORDS | Complaints received by TDA from the public concerning the agency and the records pertaining to the resolution of the complaint. | AC | 2 | | | AC = Final disposition of the complaint. | | CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048, as applicable. | |
| T1106A | | COMPLAINT RECORDS THAT PROMPT INVESTIGATIONS | Complaints received by TDA from the public concerning TDA programs and participants. Records include the complaint and the resolution. | AC | 3 | | | AC = Final disposition of complaint. | | CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048 or 1.1.073, as applicable. | |



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| T1107 | 1.1.007 | CORRESPONDENCE - Administrative | Incoming/outgoing and internal correspondence, whether paper or electronic, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of TDA and the administrative regulations, policies, and procedures that govern them. | | 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 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. VITAL | |



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| T1108 | 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 TDA. | | 2 | | | | | SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010. NOTE: An e-mail that is not filed with a record series based on its subject matter will usually belong to either this item number 1.1.008 or item number 1.1.057 (Transitory Information). For e-mails received from outside the agency, it is the recipient's responsibility to retain the email accordingly. For all other e-mails, it is the sender's responsibility. | |
| T1109 | | FAMILY LAND HERITAGE RECORDS | Records include the application and supporting documentation on ownership and production of the land. | PM | | | | | | Family Land Heritage Records are permanent. | |
| T1110 | 1.1.010 | DIRECTIVES | Any document that officially initiates, rescinds, or amends general office procedures. | US | 1 | | | | | | |
| T1111 | 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 TDA. | US | 3 | | | | A | VITAL | |



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| T1113 | 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 TDA officials or employees. | 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. TDA NOTE: Other TDA Microsoft OUTLOOK calendars are auto-deleted at 731 days. 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. | |
| T1114 | 1.1.014 | LEGAL OPINIONS and ADVICE | From TDA legal counsel or the Attorney General, including any requests eliciting the opinions. | AV | | | | | R | CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item numbers 1.1.048 or 1.1.073. CONFIDENTIAL | |



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| T1119 | 1.1.019 | PUBLIC RELATIONS RECORDS | News, press releases, or any public relations files maintained or issued by TDA. Includes print, electronic, audio, and audiovisual records. | | 2 | | | | R | | |
| T1120 | 1.1.020 | PUBLIC INFORMATION REQUESTS - Not Exempted | Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act. | AC | 1 | | | AC = Date request fulfilled. | | | Chapter 552, Government Code |
| T1121 | 1.1.021 | PUBLIC INFORMATION REQUESTS - Exempted | Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act. | AC | 2 | | | AC = Date of notification that records are exempt. | | CONFIDENTIAL | Chapter 552, Government Code |
| T1123 | 1.1.023 | ORGANIZATION CHARTS | | US | | | | | A | | |
| T1124 | 1.1.024 | PLANS and PLANNING RECORDS | Plans and records relating to the process of planning new or redefined programs, services, or projects of TDA that are not included in or directly related to other records series in this schedule. | AC | 3 | | | AC = Decision made to implement or not to implement result of planning process. | R | ARCHIVES NOTE: Data processing planning records are not archival. | |
| T1125 | | EVENT / PROJECT FILES | Records related to a project that involves planning and implementing a TDA event, promotion, activity, task, proposal or technical assistance to both internal and external customers. Records include but not limited to research material, project plans, schedules, work papers, meeting notes, expenditures, budget, space or booth allocation, and project results. | AC | 4 | | | AC = Completed or end of project, event or promotion. | | | |



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| | | | | | Years | Months | Days | | | | |
| T1126 | 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 = Date of publication in the Texas Register. | | | |
| T1127 | 1.1.027 | PROPOSED LEGISLATION | Drafts of proposed legislation and related correspondence. | AV | | | | | | | |
| T1138 | 1.1.038 | CUSTOMER SURVEYS | Surveys returned by the customers or clients of TDA, and the statistical data maintained rating the agency's performance. | AC | 3 | | | AC = Close date of survey or final disposition of summary report if report is prepared. | | SEE item number 1.1.067 for summary reports compiled from customer surveys. | |
| T1140 | 1.1.040 | SPEECHES, PAPERS and PRESENTATIONS | Notes or text of speeches, papers, presentations, or reports delivered in conjunction with TDA work. | AC | | | | AC = End of term in office or termination of service in a state position. | R | | |
| T1141 | 1.1.041 | SUGGESTION SYSTEM RECORDS | Suggestions submitted by TDA personnel and responses. | | 1 | | | | | | |
| T1143 | 1.1.043 | TRAINING MATERIALS | Instructional materials developed by TDA for training entities or individuals it regulates or serves. Files may include, but are not limited to, training or conference registrations, rosters and evaluation forms. | US | 1 | | | | | | |
| T1143A | | TRAINING MATERIALS-Food & Nutrition | Instructional materials developed by TDA Food & Nutrition Division and/or United States Department of Agriculture (USDA) including but not limited to training or conference registration, rosters, evaluation forms, manuals and workbooks. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year the training occurred. | | | |



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| T1148 | 1.1.048 | LITIGATION FILES | Records created by or on behalf of TDA in anticipation of or in the adjudication of a lawsuit. | AC | 1 | | | 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. | 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. CONFIDENTIAL; VITAL | |
| T1148A | | 3rd PARTY LEGAL NOTICES | Notices of deposition or subpoenas for production of evidence produced for litigation in which TDA is not a party, includes but not limited to testimony or production of documents in response to subpoenas; notices of bankruptcy; notices of levy. | AV | | | | | | NOTE: For subpoenas received for litigation that TDA is a party to see 1.1.048. | |
| T1153 | 1.1.053 | REGISTRATION LOGS | Logs or similar records used to register persons appearing before TDA as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission. | AC | | | | AC = Report filed with the Texas Ethics Commission. | | | |



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| | | | | | Years | Months | Days | | | | |
| T1155 | 1.1.055 | STRATEGIC PLANS | Information resources and operational strategic plans prepared in accordance with 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. | |
| T1156 | 1.1.056 | ADA (Americans with Disabilities Act) Documentation | Self-evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act. | | 3 | | | | | | 28 CFR 35.105(c). |



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| T1157 | 1.1.057 | TRANSITORY INFORMATION | Records of temporary usefulness that are not an integral part of a records series of TDA, that are not regularly filed within the 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 TDA 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 TDA functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; 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 TDA 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 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). | |
| T1157A | | USDA HEALTH CERTIFICATES | Certificates issued by a USDA Veterinarian that must accompany all animals exported or imported through the state of Texas. | FE | 3 | | | | | Retention set by agency practice | TX AG Code 161.081 |



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| T1158 | 1.1.058 | MEETING AGENDA and MINUTES | Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551. | PM | | | | | A | ARCHIVES NOTE: TDA 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. | |
| T1159 | 1.1.059 | MEETINGS - Certified Agendas or Tape Recordings of Closed | Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils. | AC | 2 | | | AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. | | SEE caution comment at item number 1.1.058. CONFIDENTIAL | Government Code, 551.104(a). |



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| T1160 | 1.1.060 | MEETINGS - Audio or Videotapes of Open | Audio or videotapes of open meetings of state boards, commissions, committees, and councils. | AC | | | 90 | AC = Official approval of written minutes of the meeting by the governing body of an agency. | | CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes 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. | |
| T1161 | 1.1.061 | MEETING - Notes | Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared. | AC | | | 90 | AC = Approval of the formal minutes by the governing body. | | SEE caution comment at item number 1.1.058. | |
| T1162 | 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. | | 2 | | | | A | SEE caution comment at item number 1.1.058. | |
| T1163 | 1.1.063 | STAFF MEETING - Minutes and Notes | Minutes or notes, and supporting documentation, taken at internal TDA staff meetings. | | 1 | | | | | | |



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AC – See field 9 for specific records series definition
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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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| 1. Agency Code: 551 | | 2. Agency Name: Texas Department of Agriculture | | | | | | | | | |
|---------------------|---------------------------|---|---|--------------|---------------------|--------|------|--|--------------|---|---------------------|
| 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 | | | | |
| T1164 | 1.1.064 | AGENCY PERFORMANCE MEASURES DOCUMENTATION | Any records of TDA needed for the documentation of output, outcome, efficiency, and explanatory measures in TDA appropriations request or strategic plan, and for performance measures used to manage TDA. | 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. VITAL | |
| T1165 | 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 | | | | | | 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. | |
| T1166 | 1.1.066 | REPORTS - Biennial or Annual Agency (Narrative) | Biennial narrative reports to the governor and legislature as required by TDA 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. | |
| T1167 | 1.1.067 | REPORTS and STUDIES (Non-Fiscal) | Annual, sub-annual, or special reports or studies on non-fiscal aspects of TDA programs, services, or projects compiled by TDA personnel, by advisory committees, or by consultants under contract with TDA that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities. | | 3 | | | | R | | |



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| T1168 | 1.1.068 | REPORTS on Performance Measures | Quarterly and annual reports on TDA performance measures submitted to executive and legislative offices. | AC | 6 | | | AC = September 1 of odd-numbered calendar years. | | | |
| T1169 | 1.1.069 | REPORTS - Activity | Reports compiled by TDA personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts (community outreach/assistance) and similar activities. | | 1 | | | | | CAUTION: SEE item number 1.1.064. | |
| T1170 | 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 TDA that set out the rules, policies, and procedures that govern TDA programs, services, or projects. | AC | 3 | | | AC = Completion or termination of program, rules, policies, or procedures. | R | NOTE: TDA will preserve the original and send a copy to the State Archives. SEE ALSO Item number 1.1.071. VITAL | |
| T1171 | 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 TDA that set out the rules, policies, and procedures that govern TDA programs, services, or projects. | AC | 3 | | | AC = Completion or termination of program, rules, policies, or procedures. | R | SEE ALSO Records Series Item Number 1.1.070. CONFIDENTIAL VITAL | |
| T1172 | 1.1.072 | PUBLIC INFORMATION REPORTS | Reports made to Office of the Attorney General on an agency's Public Information Act activities. | | 2 | | | | | | |



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| T1173 | 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 = Last action, case closed. | R | CONFIDENTIAL VITAL | |
| T1173A | | ADMINISTRATIVE HEARING - FINAL ORDERS | | PM | | | | AC = Last action, case closed. | R | Final Orders are permanent. | |
| T1174 | 1.1.074 | SUNSET REVIEW REPORT and DOCUMENTATION | | AC | 3 | | | AC = After the subsequent Sunset Review. | R | | |
| T1175 | 1.1.075 | ALTERNATIVE DISPUTE RESOLUTIONS - Final Agreement | Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of TDA participated as a party on the agency's behalf. | AC | 4 | | | AC = Date of final agreement. | | | Texas Civil Practice and Remedies Code, Chapter 154.071. |
| T1176 | | GO TEXAN-MEMBERSHIP FILES | Includes but not limited to original application and licensing agreement. Members, Restaurants and Rural Communities. | AC | 3 | | | AC = No longer participating in program / membership lapse. | | | |
| T1177 | | CERTIFIED RETIREMENT COMMUNITY FILES | Includes but not limited to original application, supporting documentation and licensing agreement. | AC | 5 | | | AC = Expiration of agreement. | | | |



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| T1178 | | PARTICIPANT RECORDS | Includes but not limited to Customer Registration information to participate or join in a TDA program or to provide a service to a TDA customer; e.g. Hay Hotline and Farm Fresh Network. | AC | | | | AC = Registration no longer valid. | | | |
| T1179 | | PROGRAM RECORDS | Includes administrative and operational records used to administer and operate the various TDA program areas that are not included in other TDA record series on this schedule. | | 4 | | | | | | |
| T1180 | | RESEARCH AND REFERENCE MATERIAL | Information used for research on a particular topic, gathered from many different sources, including parts of other record series, that are maintained if considered necessary for future use. | AV | | | | | | | |
| T1201 | 1.2.001 | DESTRUCTION AUTHORIZATIONS | Agency level documents authorizing final disposition of records under a certified records retention schedule. | FE | 3 | | | | | | |
| T1203 | 1.2.003 | FORMS HISTORY FILE | Print masters of original version and all subsequent revisions to TDA forms, including any associated design or design modification requests. | AC | 1 | | | AC = Discontinuance of use of form. | | | |
| T1204 | 1.2.004 | FORMS INVENTORY | Any periodic listing of all forms used internally or externally by TDA. | US | | | | | | | |



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| T1205 | 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 | | | | | | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. | |
| T1206 | 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 = 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. | | | |
| T1208 | 1.2.008 | REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102) | Agency copy. | FE | 3 | | | | | Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission. | |
| T1210 | 1.2.010 | RECORDS DISPOSTION 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. | | 10 | | | | | | |
| T1211 | 1.2.011 | RECORDS CENTER STORAGE APPROVAL FORMS (RMD 106) | Agency copy. | US | | | | | | | |



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| T1212 | 1.2.012 | RECORDS INVENTORY WORKSHEETS | | US | 1 | | | | | | |
| T1213 | 1.2.013 | RECORDS CONTROL LOCATOR AIDS | Includes indexes, card files, shelf lists, registers, guides, etc. | AC | | | | AC = When control aid is updated, revised, or no longer needed. | | CAUTION: These records must carry the same retention period and archival code of the records they support. | |
| T1214 | 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 TDA. | US | 1 | | | | | | |
| T1215 | 1.2.015 | DISASTER RECOVERY SERVICES TRANSMITTALS (RMD 109) | Also includes documentation for disaster recovery services provided by other entities. | FE | 1 | | | | | | |
| T1216 | 1.2.016 | DISASTER RECOVERY SERVICE APPROVAL FORM (RMD 113) | Agency copy of form. | AC | | | | AC = Until superseded or termination of service. | | | |
| T1217 | | RECORDS MANAGEMENT PROGRAM DEVELOPMENT FILES | Records of RM consultation and assistance provided to TDA programs; RM projects; research and correspondence conducted by TDA RM. | AV | | | | | | | |



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| T1301 | 1.3.001 | STATE PUBLICATIONS | One copy of each state publication as defined on page xi of the introduction of the Texas State Records Retention Schedule, 4th edition, dated 7/4/2012, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6. | AC | 2 | | | 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 §§3.1-3.16). | |
| T1302 | 1.3.002 | PUBLICATION DEVELOPMENT FILES | Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside TDA. | AV | | | | | R | | |



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| | | | | | Years | Months | Days | | | | |
| T2101 | 2.1.001 | PROCESSING FILES | Machine-readable files used in the creation, utilization, and updating of master files. | AC | | | 90 | AC = Completion of 3rd verification cycle (Quality Assurance), 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. | | NOTE: The retention period is longer than TSL RRS in order to provide a time frame (90 days) for quality assurance check. CAUTION: TDA Record Coordinators must be certain that all Quality Assurance is complete before destroying source documents that are data entered only. All other documents [NOT entered into <i>Bringing Resource Integration and Data together for Greater Efficiency</i> (BRIDGE)] should be placed under the proper record series. VITAL | |
| T2102 | 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. VITAL | |



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| | | | | | Years | Months | Days | | | | |
| T2107 | 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. VITAL | 13 TAC 6.94. |
| T2108 | 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 = 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. | | CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. VITAL | 13 TAC 6.94. |



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| T2109 | 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 = 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. | | CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. VITAL | 13 TAC 6.94. |



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| | | | | | Years | Months | Days | | | | |
| T2110 | 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 online updates to application files or security logs. | AC | | | | AC = All audit requirements have been met. | | VITAL | |
| T2111 | 2.1.011 | FINDING AIDS, INDEXES AND TRACKING SYSTEMS | Automated indexes, lists, register, 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. VITAL | |
| T2201 | 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. | AV | | | | | | | |
| T2202 | 2.2.002 | CHARGEBACK RECORDS TO DATA PROCESSING 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 | | | | | | |
| T2204 | 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; includes IT Helpdesk tickets and request from program for hardware and software that requires approval from IT. | | | 3 | | | | | |



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| T2210 | 2.2.010 | DATA PROCESSING POLICIES AND PROCEDURES | Manuals, guidelines, or similar documents establishing data processing policies and procedures at TDA in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc. | US | 3 | | | | | NOTE: See Item Numbers 1.1.070 and 1.1.071 CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009. VITAL | |
| T2211 | 2.2.011 | BATCH DATA ENTRY CONTROL RECORDS | Forms and logs used to reconcile batches submitted for processing against batches received and processed. | AC | | | | AC = When reconciliation confirmed. | | | |
| T2212 | 2.2.012 | OUTPUT RECORDS FOR COMPUTER PRODUCTION | Reports showing transactions that were accepted, rejected, suspended, and/or processed. | AV | | | | | | VITAL | |
| T2213 | 2.2.013 | 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 = No longer needed as an audit trail for any records modified. | | | |



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| T2214 | 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). | |
| T2215 | 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 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). | |
| T2216 | 2.2.016 | SOFTWARE REGISTRATIONS, WARRANTIES AND LICENSE AGREEMENTS | | LA | 3 | | | | | VITAL | |
| T2217 | | DATA ENTRY TROUBLE SHOOTING FILES | This record series is to help in trouble shooting data entry in the BRIDGE system. File to include customer inquiry, research and resolution of problems with an account. | AC | 1 | | | AC = Issue resolved. | | | |



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| T2218 | | BRIDGE RECORDS | Client, contact and facility information for businesses or individuals licensed by TDA. | AC | 6 | | | AC = Date that business/individual closes and/or no longer maintains a license with TDA. | | | |
| T3101 | 3.1.001 | APPLICATIONS FOR EMPLOYMENT - NOT HIRED | Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement. | | 2 | | | | | | 29 CFR 1602.31 |
| T3102 | 3.1.002 | APPLICATIONS FOR EMPLOYMENT - HIRED | Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement. | AC | 5 | | | AC = Termination of employment. | | NOTE: This begins the Employee Master File and will be used as the Record Series for these records. Records Series that may be included are 3.1.019, 3.1.020, 3.1.021, 3.1.022, 3.1.027, 3.1.037, and 3.3.029. | |
| T3106 | 3.1.006 | EMPLOYEE COUNSELING RECORDS | Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff. | AC | 3 | | | AC = Termination of counseling. | | CONFIDENTIAL | |



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| T3111 | 3.1.011 | EMPLOYEE INSURANCE RECORDS | TDA copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees. | AC | | | | AC = Until superseded or termination of employment. | | CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. CONFIDENTIAL | |
| T3112 | 3.1.012 | EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS | Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime. | | 2 | | | | | | 29 CFR 1602.31. |
| T3113 | 3.1.013 | EMPLOYMENT CONTRACTS | File includes, but not limited to, budget, bid proposals, special groups developed from contracted staff. | AC | 7 | | | AC = Expiration or termination of the contract according to its terms. | | Executed, renewed, or amended on or before September 1, 2015 retention is AC + 4 VITAL | Government Code, 441.1855 |
| T3113A | | VOLUNTEERS | Includes interns that sign a "Waiver of Liability" before working with TDA. | AC | 3 | | | AC = End of event or employment with agency. | | | |
| T3114 | 3.1.014 | EMPLOYMENT SELECTION RECORDS | Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, skills exercise, 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. | | 2 | | | | | CAUTION: Does not include criminal history checks. SEE item number 3.1.026. VITAL | 29 CFR 1602.31 |



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| T3118 | 3.1.018 | GRIEVANCE RECORDS | Records relating to the review of employee grievances against personnel policies, working conditions, etc. | AC | 2 | | | AC = Final decision on the grievance. | | 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. CONFIDENTIAL VITAL | |
| T3119 | 3.1.019 | PERFORMANCE APPRAISALS | | AC | 5 | | | AC = Termination of employment. | | Note: Retention period longer to be consistent with other records series in the employee master file. CONFIDENTIAL | 29 CFR 1620.32(c). |
| T3120 | 3.1.020 | PERSONNEL CORRECTIVE ACTION DOCUMENTATION | Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance. | AC | 5 | | | AC = Termination of corrective action. | | CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021. CONFIDENTIAL | |



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| T3121 | 3.1.021 | PERSONNEL DISCIPLINARY ACTION DOCUMENTATION | Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, TDA, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication. | AC | 5 | | | AC = Termination of employment. | | CONFIDENTIAL VITAL | |
| T3122 | 3.1.022 | PERSONNEL INFORMATION OR ACTION FORMS | Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment. | AC | 5 | | | AC = Termination of employment. | | Note: Retention period longer to be consistent with other records series in the employee master file. | 29 CFR 1602.31 |
| T3123 | 3.1.023 | POSITION/JOB DESCRIPTION | Job descriptions, including all associated task or skill statements, for positions in TDA. | AC | 5 | | | AC = Until superseded or job eliminated. | | Note: Retention period longer to be consistent with other records series in the employee master file. VITAL | 40 TAC 815.106(i). |



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| T3124 | 3.1.024 | PHYSICAL EXAMINATIONS/MEDICAL REPRORTS | Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required. | AC | 2 | | | AC = Until superseded or termination of employment. | | CAUTION: Does not include preemployment physical examinations. SEE item number 3.1.014. CONFIDENTIAL | |
| T3126 | 3.1.026 | CRIMINAL HISTORY CHECKS | Criminal history record information on job applicants, license applicants, and/or program participant or TDA employees obtained from the Department of Public Safety (DPS). | AC | | | | AC = The criminal history record has served the immediate purpose for which it was obtained. | | CAUTION: An agency that is authorized to obtain criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information. CONFIDENTIAL | |
| T3126A | | CRIMINAL HISTORY CHECKS-LEGAL REVIEW | Criminal history background records for license applicants that require legal review. | AC | | 6 | | AC = Close of Review. | | CONFIDENTIAL | |
| T3127 | 3.1.027 | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL) | Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee. | AC | 5 | | | AC = Termination of employment. | | | |



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| T3129 | 3.1.029 | EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF | Federal reporting form (INS I-9). | AC | 1 | | | AC = Termination of employment. | | CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3- year retention period. CONFIDENTIAL VITAL | 8 CFR 274a.2(b)(2)(i)(A) and (c)(2). |
| T3131 | 3.1.031 | EMPLOYEE BENEFITS | TDA copies of information relating to the selection of available benefit options other than insurance. | AC | 2 | | | AC = Until superseded or termination of employment. | | CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. CONFIDENTIAL VITAL | |
| T3134 | 3.1.034 | RESUMES - Unsolicited | Retention period applies if TDA replies to the sender of a resume that it will be kept on file should future job openings occur. | AV | | | | | | SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. | |
| T3135 | 3.1.035 | PERFORMANCE BONDS | Bonds posted by employees and individuals or entities under contract with TDA for the performance of the duties of a position or the terms of a contract with TDA. | AC | 7 | | | AC = Expiration or termination of the bond according to its terms. | | CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028. SEE: related item 5.1.001 Contracts and leases. VITAL | Government Code 441.1855 |



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| T3136 | 3.1.036 | APPRENTICESHIP RECORDS | Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants. | | 5 | | | | | | 29 CFR 30.8(e). |
| T3137 | 3.1.037 | EMPLOYEE RECOGNITION RECORDS | Awards, incentives, tenure, etc. | AC | 5 | | | AC = Termination of employment. | | | |
| T3138 | 3.1.038 | PUBLIC ACCESS OPTION FORM | Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024. | US | | | | | | SEE item number 3.3.011. CONFIDENTIAL VITAL | |



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| T3139 | 3.1.039 | OMBUDSMAN RECORDS | Consultation records, notes, letters, memos, emails, reports and other documentation. | AC | | | | AC = 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 is the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021. CONFIDENTIAL | |
| T3201 | 3.2.001 | EMPLOYEE DEDUCTION AUTHORIZATIONS | Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments. | AC | 4 | | | AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. | | VITAL | |
| T3202 | 3.2.002 | EMPLOYEE EARNING RECORDS | | | 4 | | | | | VITAL | 40 TAC 815.106(i). |
| T3203 | 3.2.003 | FEDERAL TAX RECORDS | Includes 1099, W2, FICA and other tax records. | AC | 4 | | | AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. | | VITAL | 26 CFR 31.6001-1(e)(2). |
| T3204 | 3.2.004 | INCOME ADJUSTMENT AUTHORIZATIONS | Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes. | | 2 | | | | | VITAL | 29 CFR 516.6(c). |
| T3205 | 3.2.005 | W-4 FORMS | Employer's copy of "Employees' Withholding Exemption Certificate." | AC | 4 | | | AC = Until superseded, obsolete, or upon separation of employee. | | VITAL | 26 CFR 31.6001-1(e)(2). |
| T3206 | 3.2.006 | WAGE RATE TABLES | | | 2 | | | | | | 29 CFR 516.6(a)(2). |



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| | | | | | Years | Months | Days | | | | |
| T3207 | 3.2.007 | UNEMPLOYMENT COMPENSATION RECORDS | | AC | 5 | | | AC = Date Settled | | | |
| T3208 | 3.2.008 | DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS | | US | | | | | | VITAL | |
| T3209 | 3.2.009 | STATE DEFERRED COMPENSATION RECORDS | | AC | 5 | | | AC = All accounts with a vendor or vendors for the individual participant have been closed. | | For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas. VITAL | |
| T3210 | 3.2.010 | HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORTS | Includes supporting documentation. | AC | 4 | | | AC = Date of Report | | CONFIDENTIAL VITAL | |
| T3301 | 3.3.001 | AFFIRMATIVE ACTION PLANS | Affirmative action plans for both regular employees and apprenticeship programs. | | 5 | | | | | CONFIDENTIAL | 29 CFR 30.8(e) for apprenticeship plans. |
| T3304 | 3.3.004 | BENEFIT PLANS | Employee benefit plans such as pension; life, health, disability insurance; deferred compensation; etc., including amendments. | US | 1 | | | | | | 29 CFR 1627.3(b)(2). |
| T3310 | 3.3.010 | LABOR STATISTICS REPORTS | Reports providing statistical information on labor force. | | 3 | | | | | CONFIDENTIAL | |



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| T3311 | 3.3.011 | FORMER EMPLOYEE VERIFICATION RECORDS | Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form. | AC | 75 | | | AC = Termination of employment. | | VITAL SEE item number 3.1.038 | |
| T3315 | 3.3.015 | POSITIONS/JOB CLASSIFICATION REVIEW FILE | Records relating to review and monitoring of job classifications within TDA. | US | 3 | | | | | | |
| T3320 | 3.3.020 | WORK SCHEDULES/ASSIGNMENTS | Work, duty, shift, crew, or case schedules, rosters, or assignments. | | 1 | | | | | | |
| T3322 | 3.3.022 | TEXAS WORKFORCE COMMISSION (TWC) REPORTS | Reports to TDA from TWC or its predecessor pertaining to employees. | | 3 | | | | | | |
| T3323 | 3.3.023 | REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN | Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed. | FE | 3 | | | | | | |
| T3324 | 3.3.024 | PERSONNEL POLICIES AND PROCEDURES | Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning TDA personnel. | US | 3 | | | | | | |
| T3325 | 3.3.025 | JOB PROCEDURE RECORDS | Any documents detailing the procedural duties and responsibilities of TDA positions on a position-by-position basis. | US | 3 | | | | | | |



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| T3326 | 3.3.026 | AGENCY STAFFING REPORTS | Any reports compiled by TDA 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. | US | 3 | | | | | | |
| T3327 | 3.3.027 | APTITUDE AND SKILLS TESTS | Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer. | US | 2 | | | | | CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated. CONFIDENTIAL | 29 CFR 1602.31 |
| T3328 | 3.3.028 | APTITUDE AND SKILLS TESTS (Test Papers) - HIRED | Aptitude and skills test papers of current personnel taking a test to qualify for promotion or transfer. | AC | 5 | | | AC = Termination of employment. | | Note: Retention period longer to be consistent with other records series in the employee master file. CONFIDENTIAL | 29 CFR 1602.31 |
| T3328A | 3.3.028 | APTITUDE AND SKILLS TESTS (Test Papers) - NOT HIRED | Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer. | | 2 | | | | | NOTE: Maintained with 3.1.014 TDA Employment Selection Records. CONFIDENTIAL | 29 CFR 1602.31 |
| T3329 | 3.3.029 | APTITUDE AND SKILLS TESTS - (Validation Records) | Records of the validation of aptitude and skills tests. | AC | 2 | | | AC = As long as the test is used by an agency. | | | 29 CFR 1602.31 |



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| T3330 | 3.3.030 | TRAINING ADMINISTRATION RECORDS | Instructional materials and other records associated with in-house training of TDA personnel on personnel policies and procedures and other policies and procedures that govern TDA programs, services, or projects. | US | 2 | | | | | CAUTION: Does not include hazardous material training records. SEE item number 5.4.007. | |
| T3331 | 3.3.031 | EEO REPORTS AND SUPPORTING DOCUMENTATION | Includes documentation used to complete EEO reports. | | 3 | | | | | CONFIDENTIAL | 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. |
| T3332 | 3.3.032 | EQUAL PAY RECORDS | Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act. | | 3 | | | | | CONFIDENTIAL VITAL | 29 CFR 1620.32. |
| T3401 | 3.4.001 | ACCUMULATED LEAVE ADJUSTMENT REQUESTS | Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees. | FE | 3 | | | | | | |
| T3402 | 3.4.002 | LEAVE STATUS REPORTS | Cumulative report is issued each pay cycle and provides employee leave status information for each position. | FE | 3 | | | | | VITAL | |
| T3403 | 3.4.003 | LESS THAN FULL-TIME WORKED REPORTS | Dates and hours. | | 4 | | | | | | 40 TAC 815.106(i). |
| T3404 | 3.4.004 | OVERTIME AUTHORIZATIONS | | | 2 | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| T3405 | 3.4.005 | OVERTIME SCHEDULES | | | 2 | | | | | | |
| T3406 | 3.4.006 | TIME CARDS AND TIME SHEETS | | | 4 | | | | | | 40 TAC 815.106(i). |
| T3407 | 3.4.007 | TIME OFF AND/OR SICK LEAVE REQUESTS | | FE | 3 | | | | | | |
| T3408 | 3.4.008 | SICK LEAVE POOL DOCUMENTATION | Requests submitted, approvals, number of hours transferred in and out, etc. | FE | 3 | | | | | | |
| T4101 | 4.1.001 | ACCOUNTS PAYABLE INFORMATION | | FE | 3 | | | | | | |
| T4102 | 4.1.002 | BILLING DETAIL | | FE | 3 | | | | | CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007. | |
| T4103 | 4.1.003 | CANCELED CHECKS/STUBS/WARRANT S/DRAFTS | | FE | 3 | | | | | | |
| T4104 | 4.1.004 | ENCUMBRANCE DETAILS | | FE | 3 | | | | | | |
| T4105 | 4.1.005 | INVENTORY AND OTHER COST FILES | Production, job, labor, quotes, pricing, specifications, etc. | FE | 3 | | | | | | |
| T4106 | 4.1.006 | INVESTMENT TRANSACTION FILES | | FE | 3 | | | | | | |
| T4107 | 4.1.007 | TRANSFERS OR BUDGET REVISIONS | Transfers or adjustment to budgets. | FE | 3 | | | | | | |
| T4108 | 4.1.008 | ELECTRONIC FUND TRANSFERS | Direct Deposit Registers. | FE | 3 | | | | | | |
| T4201 | 4.2.001 | CASH DEPOSIT VOUCHERS | Cash deposit slips. | FE | 3 | | | | | | |
| T4202 | 4.2.002 | CASH RECEIPTS | Includes receipts for fees (permits, licenses, renewals, etc.). | FE | 3 | | | | | | |



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| T4203 | 4.2.003 | DAILY CASH RECEIPTS LOGS | | FE | 3 | | | | | | |
| T4204 | 4.2.004 | ENCUMBRANCE VOUCHERS | Orders, statements, change orders, etc. | FE | 3 | | | | | | |
| T4205 | 4.2.005 | PURCHASE VOUCHERS | Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc. | FE | 3 | | | | | | |
| T4206 | 4.2.006 | GENERAL JOURNAL VOUCHERS | | FE | 3 | | | | | | |
| T4207 | 4.2.007 | EXPENDITURE VOUCHERS | Travel, payroll, etc. | FE | 3 | | | | | | |
| T4301 | 4.3.001 | SALES JOURNALS OR REGISTERS | | FE | 3 | | | | | | |
| T4302 | 4.3.002 | RECEIPTS JOURNALS OR REGISTERS | | FE | 3 | | | | | | |
| T4303 | 4.3.003 | EXPENDITURES JOURNALS OR REGISTERS | | FE | 3 | | | | | | |
| T4401 | 4.4.001 | GENERAL AND SUBSIDIARY LEDGERS | | FE | 3 | | | | | VITAL | |
| T4402 | 4.4.002 | ACCOUNTS RECEIVABLE LEDGERS | | FE | 3 | | | | | VITAL | |
| T4403 | 4.4.003 | ACCOUNTS PAYABLE LEDGERS | | FE | 3 | | | | | | |
| T4404 | 4.4.004 | EMPLOYEE SAVING BONDS LEDGERS | | FE | 3 | | | | | VITAL | |
| T4501 | 4.5.001 | WORKSHEETS FOR PREPARING FISCAL REPORTS | | FE | 3 | | | | | | |



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| T4502 | 4.5.002 | INTERNAL FISCAL MANAGEMENT REPORTS | Includes TDA monthly budget reports. | FE | 3 | | | | | | |
| T4503 | 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. | | CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. | |
| T4505 | 4.5.005 | EXTERNAL FISCAL REPORTS | Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports. | FE | 3 | | | | | | |
| T4506 | 4.5.006 | ANNUAL OPERATING BUDGETS | Required by the General Appropriations Act. | FE | 3 | | | | | | |
| T4507 | 4.5.007 | USAS REPORTS - DAILY | | AC | | | | AC = Receipt and reconciliation of monthly report. | | | |
| T4508 | 4.5.008 | USAS REPORTS - MONTHLY | | AC | | | | AC = Receipt and reconciliation of annual report. | | | |
| T4509 | 4.5.009 | USAS REPORTS - ANNUAL | | FE | 3 | | | | | | |



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| T4601 | 4.6.001 | BALANCING REORDS | | FE | 3 | | | | | | |
| T4602 | 4.6.002 | RECONCILIATIONS | | FE | 3 | | | | | | |
| T4603 | 4.6.003 | CASH COUNTS | | FE | 3 | | | | | | |
| T4701 | 4.7.001 | ACCOUNTING POLICIES AND PROCEDURES MANUALS | | US | 3 | | | | | VITAL | |
| T4702 | 4.7.002 | BANK STATEMENTS | | FE | 3 | | | | | | |
| T4703 | 4.7.003 | RETURNED CHECKS/WARRANTS/DRAFTS (UNCOLLECTABLE) | | AC | 3 | | | AC = After deemed uncollectable. | | | |
| T4704 | 4.7.004 | CAPITAL ASSET RECORDS | | LA | 3 | | | | | | |
| T4705 | 4.7.005 | CLAIM FILES | | AC | 3 | | | AC = Resolution of claim. | | VITAL | |
| T4706 | 4.7.006 | COMPTROLLER STATEMENTS | | FE | 3 | | | | | | |
| T4707 | 4.7.007 | DETAILS CHART OR ACCOUNTS | One for all accounts in use for a fiscal year. | FE | 3 | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| T4708 | 4.7.008 | FEDERAL GRANT RECORDS | Records of federal grant projects TDA participated in or administered. It includes grant authorizations records, which provide evidence of the award of grants to or by TDA; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by TDA. | AC | 3 | | | AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). | | NOTE = Texas Capitol Fund AND Community Development Block Grant records will be preserved until TDA receives a declaration that the federal grant funding year has been closed by HUD. CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period. VITAL | |
| T4708A | 4.7.008 | STATE GRANTS | Records of state grant projects TDA administered. It includes grant authorizations records, which provide evidence of the award of grants by TDA; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants made by TDA. | AC | 3 | | | AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). | | VITAL | |
| T4708B | | UNSUCCESSFUL GRANT OR LOAN APPLICATIONS | Any records relating to a proposal submitted for loans, a federal or state grant that did not receive funds. | | 2 | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| T4708B-1 | | UNSUCCESSFUL GRANT APPLICATIONS- Community Development Block Grants | Records document applications for CDGB funding which were not successful in securing funding. Included but not limited to grant applications, checklists, review forms, low and moderate-income analysis, match leverage data, public facility review worksheets, related correspondence and records created by the Regional Review Committees. | AC | 10 | | | AC = Date received. | | | |
| T4708C | | RESEARCH GRANTS FINAL REPORTS | To include but not limited to Food and Fibers, Enology and Viticulture, Zebra Chip Disease, Texas-Israel Exchange, Feral Hog, USDA Specialty Crop Block Grants. | PM | | | | | A | | |
| T4708C-1 | | PLANNING & CAPACITY BUILDING FUND AND COLONIA PLANNING FUND DOCUMENTS AND REPORTS | Includes, but not limited to, final planning documents and reports such as comprehensive plans containing city and county-wide assessments and profiles prepared by administrative consultants. | AC | 10 | | | AC = Date received. | | | |
| T4709 | 4.7.009 | FIXED ASSET SEQUENTIAL NUMBER LOGS | | US | 3 | | | | | | |
| T4710 | 4.7.010 | LONG-TERM LIABILITY RECORDS | Bonds, Loans, etc. | AC | 3 | | | AC = Retirement of debt. | | VITAL | |
| T4711 | 4.7.011 | TEXAS FACILITIES COMMISSION STATEMENTS (TFC) | Charge or bill statements received by TDA from the TFC for services provided. | FE | 3 | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| T4712 | 4.7.012 | Signature Authorizations | Signature cards or similar records establishing authority of TDA employee to initiate or authorize financial transactions on behalf of TDA. | AC | 3 | | | AC = US + FE | | | |
| T5101 | 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, accepted 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. | AC | 7 | | | AC = Expiration or termination of the instrument according to its terms. | | NOTE: Contracts executed, renewed or amended on or before August 31, 2105 has a retention of AC+4. SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs. VITAL | Government Code, 441.1855 |
| T5101A | | MEMORANDUMS OF UNDERSTANDING | This is to be used for agreements between TDA and other entities to accomplish projects and/or services not related to grants. | AC | 7 | | | AC = Expiration or termination of the memorandum. | | NOTE: MOU's related to Grants given by TDA or received by TDA will have a retention of AC+3 once the MOU has expired. | |
| T5103 | 5.1.003 | Delivery Reports | | | 2 | | | | | | |
| T5104 | 5.1.004 | MAIL AND TELECOMMUNICATIONS LISTINGS | Any mailing address, telephone or fax number, or e-mail address records maintained by TDA on its employees or on entities or persons it serves. | US | | | | | | | |



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| | | | | | Years | Months | Days | | | | |
| T5105 | 5.1.005 | POSTAGE RECORDS | Records and reports of postage expenses, including postal meter usage. | FE | 3 | | | | | | |
| T5107 | 5.1.007 | REQUISITIONS FOR IN-AGENCY OR INTER-AGENCY COPY/PRINTING SERVICE | Includes word processing and data processing. | AV | | | | | | | |
| T5110 | 5.1.010 | LICENSES AND PERMITS FOR NONVEHICLES | Used for Computer Application Licenses, etc. Does not include licenses and permits issued by TDA as part of its legislative mandate. | AC | 2 | | | AC = Expiration or termination of license or permit. | | VITAL | |
| T5111 | 5.1.011 | PHOTOCOPIER USE LOGS & REPORTS | | AV | | | | | | | |
| T5112 | 5.1.012 | CHARGE SCHEDULES/PRICE LISTS | Schedules of prices charged by TDA for services to the public or other agencies, including any documentation used to determine the charges. | US | 3 | | | | | | |
| T5113 | 5.1.013 | INSURANCE POLICIES | For vehicles, equipment, etc. | AC | 7 | | | AC = Expiration or termination of the policy according to its terms. | | Executed, renewed or amended on or before August 31, 2015 has a retention of AC+4 VITAL | Government Code 441.1855 |
| T5114 | 5.1.014 | OFFICE PROCEDURES | Any internally distributed manual, guidelines, or similar records that establish standard office procedures for TDA; for example, TDA style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions. | US | 1 | | | | | | |



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| T5115 | 5.1.015 | CORRESPONDENCE TRACKING RECORDS | Any record created by TDA to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers including gifts received by any agency staff. | | 1 | | | | | NOTE: Federal Aviation Authority (FAA) Octane shipping labels maintained for 2 years. | |
| T5117 | 5.1.017 | CONTRACT LOG | List of TDA contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts. | FE | 3 | | | | | | |
| T5201 | 5.2.001 | APPRAISALS-BUILDING OR PROPERTY | | AV | | | | | R | VITAL | |
| T5202 | 5.2.002 | BUILDING CONSTRUCTION PROJECT FILES | Planning, design, and construction records; accepted and rejected bids; correspondence; etc. | AC | 10 | | | AC = Completion of project. | R | SEE ALSO item numbers 5.2.003 & 5.2.028. VITAL | |
| T5203 | 5.2.003 | BUILDING PLANS AND SPECIFICATIONS - State Owned | Includes architectural and engineering drawings, profiles, and blueprints. | LA | | | | | R | SEE ALSO item numbers 5.2.002 and 5.2.028. ARCHIVES NOTE: Archival review designation is for state-owned buildings only. VITAL | |
| T5203A | 5.2.003 | BUILDING PLANS AND SPECIFICATIONS - Leased | Includes architectural and engineering drawings, profiles, and blueprints. | AC | 2 | | | AC = Termination or cancellation of lease. | | | |
| T5204 | 5.2.004 | BUILDING SPACE REQUESTS | | | 1 | | | | | | |
| T5205 | 5.2.005 | CALIBRATION RECORDS (Equipment or Instrument) | | | 15 | | | | | Note: TDA determined these records are needed five years beyond the 10-year federal retention period. | |



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| T5206 | 5.2.006 | PROPERTY DESTRUCTION, CERTIFICATES OF | | FE | 3 | | | | | | |
| T5207 | 5.2.007 | DAMAGE REPORTS | Reports of damage to state property. | FE | 3 | | | | | | |
| T5208 | 5.2.008 | EQUIPMENT HISTORY FILES; EQUIPMENT SERVICE AGREEMENTS | Agreements or contracts between TDA and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc. | LA | 3 | | | | | For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001. | |
| T5209 | 5.2.009 | EQUIPMENT INVENTORY DETAIL REPORT FORMS | Updates TDA portion of the inventory listing and adds, changes, transfers, or deletes items from inventory. | FE | 3 | | | | | | |
| T5210 | 5.2.010 | EQUIPMENT MANUALS | | LA | | | | | | | |
| T5211 | 5.2.011 | EQUIPMENT WARRANTIES | | AC | 1 | | | AC = Expiration of warranty. | | | |
| T5212 | 5.2.012 | ESTIMATE FILES (Supply and Repair Cost Estimates) | | | 1 | | | | | | |
| T5214 | 5.2.014 | INVENTORY - ANNUAL PHYSICAL | Properties, equipment, supply verification. | FE | 3 | | | | | | |
| T5215 | 5.2.015 | INVENTORY, NOTICES OF EQUIPMENT REMOVED FROM | | FE | 3 | | | | | | |
| T5216 | 5.2.016 | INVENTORY SYSTEM UPDATE LISTINGS | Listing shows all additions, changes, deletions, and transfer times for the monthly processing period. | AC | | | | AC = Transfer of information into annual listing | | | |
| T5217 | 5.2.017 | LOST & STOLEN PROPETY REPORTS | | FE | 3 | | | | | | |
| T5218 | 5.2.018 | QUALITY CONTROL REPORTS | | | 2 | | | | | | |



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| T5219 | 5.2.019 | SERVICE ORDERS | TDA copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks. | | 1 | | | | | | |
| T5220 | 5.2.020 | SUPPLY USAGE RECORDS | | FE | 1 | | | | | | |
| T5221 | 5.2.021 | SURPLUS PROPERTY SALE REPORTS | | FE | 3 | | | | | | |
| T5222 | 5.2.022 | UTILITY USAGE REPORTS | | AV | | | | | | | |
| T5223 | 5.2.023 | YEAR-TO-DATE ACTIVITY (INVENTORY LISTING) | Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost. | FE | 3 | | | | | | |
| T5224 | 5.2.024 | MATERIAL SPECIFICATIONS | | AC | 2 | | | AC = Material is not longer in the agency. | | | |
| T5225 | 5.2.025 | EQUIPMENT DESCRIPTIONS AND SPECIFICATIONS | | AC | 2 | | | AC = Equipment is no longer in the agency. | | | |
| T5226 | 5.2.026 | FACILITIES RESERVATION LOGS | Reservation logs or similar records relating to the use of TDA facilities such as meeting rooms, auditoriums, etc. | | 2 | | | | | | |
| T5227 | 5.2.027 | SPACE UTILIZATION REPORTS | | AV | | | | | | | |



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| T5228 | 5.2.028 | BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS | Building construction contracts, surety bonds, and inspection records. | LA | 10 | | | | R | SEE ALSO item numbers 5.2.002 and 5.2.003. VITAL | |
| T5302 | 5.3.002 | FREIGHT BILLS PAID | | FE | 3 | | | | | | |
| T5303 | 5.3.003 | FREIGHT CLAIMS | | AC | 2 | | | AC = Resolution of claim. | | | |
| T5304 | 5.3.004 | ORDER-ACKNOWLEDGMENTS | | AV | | | | | | | |
| T5305 | 5.3.005 | PACKING SLIPS | | AV | | | | | | | |
| T5307 | 5.3.007 | BID DOCUMENTATION | Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. | AC | 7 | | | AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid | | NOTE: Associated with a contract executed, renewed, or amended on or before August 31, 2015 retention is FE+3 NOTE: Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission ect.) retention is AC+2 NOTE: 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 and 5.2.028. | |



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| T5308 | 5.3.008 | PURCHASING LOGS | Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status. | FE | 3 | | | | | | |
| T5309 | 5.3.009 | REQUESTS FOR INFORMATION | Requests for information preliminary to the procurement of goods or services by direct purchase or bid. | AC | | | | AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable. | | 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. | |
| T5401 | 5.4.001 | 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 Workers' Compensation Commission or its predecessors or maintained internally on accident frequency. | CE | 5 | | | | | The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. VTIAL | 29 CFR 1904.33. |
| T5401A | | VEHICLE ACCIDENT RECORDS | Records include, but not limited to, police reports, photos, witness statements, insurance documentation of other parties involved. | AC | 3 | | | AC = After closed or settled. | | Retention set by agency practice. | |
| T5402 | 5.4.002 | EVACUATION PLANS | Plans for evacuation of TDA facilities in cases of emergency. | US | | | | | | | |
| T5403 | 5.4.003 | INSPECTION RECORDS | Fire, safety, and other inspection records of TDA facilities and equipment. | AC | 3 | | | AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. | | CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028. | |



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| T5404 | 5.4.004 | FIRE ORDERS | Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code. | AC | 3 | | | AC = Deficiency corrected. | | | |
| T5407 | 5.4.007 | HAZARDOUS MATERIALS TRAINING RECORDS | Records of training given employees in the TDA hazard communications program. | | 5 | | | | | | Texas Health and Safety Code, 502.009(g). |
| T5408 | 5.4.008 | HAZARD COMMUNICATION PLANS | | US | 5 | | | | | VITAL | Texas Health and Safety Code, 502.009(g). |
| T5408A | | HAZARDOUS WASTE RECORDS | Includes, but not limited to, manifests, shipping papers and trip tickets that document the pick up and delivery of hazardous waste. | | 3 | | | | | | 40 CFR 262-263. 30 TAC 335.13 |
| T5409 | 5.4.009 | WORKPLACE CHEMICAL LISTS | Includes TDA lists and lists filed with TDA under the Texas Agricultural Hazard Communication Act. | | 30 | | | | | | Texas Health and Safety Code, 502.005(d). TX AG Code 125.005. |
| T5410 | 5.4.010 | MATERIAL SAFETY DATA SHEETS | | AC | | | | AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable. | | | |
| T5411 | 5.4.011 | VISITOR CONTROL REGISTERS | Logs, registers, or similar records documenting visitors to limited access or restricted areas of TDA facilities. | | 3 | | | | | | |
| T5412 | 5.4.012 | SECURITY ACCESS RECORDS | Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to TDA or state facilities, equipment or automated systems. | AC | 2 | | | AC = Until superseded, date of expiration, or date of termination, whichever is sooner. | | VITAL CONFIDENTIAL | |



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| T5413 | 5.4.013 | DISASTER PREPAREDNESS AND RECOVERY PLANS | | US | | | | | | VITAL | |
| T5501 | 5.5.001 | BILLING DETAIL- Telecommunications (Other Than TEX-AN) | In addition to summary detail, includes any accompanying detailed listing of long distance calls. | FE | 3 | | | | | SEE item number 5.5.006 for TEX-AN billing detail. | |
| T5502 | 5.5.002 | LONG DISTANCE TELEPHONE LOGS | Long distance logs created by TDA for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions. | AV | | | | | | | |
| T5503 | 5.5.003 | STATION ACTIVITY REPORTS | Internal listing of incoming/outgoing telephone activity to individual telephone stations. | AV | | | | | | | |
| T5504 | 5.5.004 | SYSTEM ACTIVITY REPORTS | Internal listing of all incoming/outgoing TDA telephone activity. | AV | | | | | | | |
| T5506 | 5.5.006 | BILLING DETAIL - Telecommunications (TEX-AN) | In addition to summary detail, includes any accompanying detailed listing of long distance calls. | FE | 3 | | | | | The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN. | |



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| T5507 | 5.5.007 | DISPUTED CALL DOCUMENTATION | Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use. | FE | 3 | | | | | | |
| T5603 | 5.6.003 | INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES | | LA | 1 | | | | | | |
| T5604 | 5.6.004 | LICENSE AND DRIVING RECORD CHECKS | | AC | | | | AC = Until superseded or until termination of employment. | | | |
| T5605 | 5.6.005 | VEHICLE USE REPORTS | Includes mileage, fuel/oil consumption, passengers carried and other related operational information. | FE | 3 | | | | | | |
| T5607 | 5.6.007 | VEHICLE TITLES & REGISTRATIONS | | LA | | | | | | VITAL | |
| T5609 | 5.6.009 | PARKING PERMITS OR ASSIGNMENTS | | US | | | | | | | |



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| T6000 | | LICENSING DAILY BATCH PROCESSING | Includes but not limited to applications, renewals, registrations, permit requests, change of address, change of license, change of business information, termination notices, insurance certificates, fee waiver requests and correspondence for program areas: Weights & Measures, Nursery Floral, Aquaculture, Egg, Grain Warehouse, Handling and Marketing of Perishable Commodities, Pesticides, Pesticide Dealers, Structural Pest Control and GO TEXAN. | FE | 3 | | | | | NOTE: Records maintained by Day/Month/Year. | |
| T6100 | | SEED ARBITRATION COMPLAINT | | AC | 3 | | | AC = Final disposition of the complaint. | | CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048. VITAL | TX AG Code ch64. |
| T6101 | | REPORT OF BOARD | | PM | | | | | A | | |
| T6102 | | SEED & PLANT LICENSE RECORDS | Includes Plant Breeder, Grower's Seed and Conditioning Plant Licenses. | PM | | | | | | VITAL | TX AG Code 62.006, 62.005, & 62.008. |
| T6103 | | WINTER GROW-OUT TEST | Records include Hybrid Sorghum and Hybrid Sunflower tests. | | 7 | | | | | CONFIDENTIAL VITAL | |
| T6104 | | SEED & PLANT BOARD RECORDS | | PM | | | | | | CONFIDENTIAL VITAL | |



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| T6105 | | CERTIFIED GROWER RECORDS | Includes field inspection & Pre-plant applications, conditioning plant inspections and audits and certification labels (tag requests). | AV | | | | | | VITAL | 4 TAC 10.5, 10.24, 10.8, & 10.10. TX AG Code 62.008. |
| T6106 | | SEED QUALITY REPORTING SYSTEM | Records related to the reporting system. Includes correspondence, permit, quarterly reporting, reporting system audits, licenses and documents. | AV | | | | | | VITAL | TX AG Code 61.011. |
| T6107 | | SEED FEE TAG RECORDS | | FE | 3 | | | | | VITAL | TX AG Code 61.011. |
| T6108 | | VEGETABLE SEED FILES | Includes the license and documentation. | FE | 3 | | | | | VITAL | TX AG code 61.013. |
| T6109 | | SEED SAMPLE LAB TEST FILES | Includes tests conducted on both agricultural seed and vegetable seed including seed record card. | FE | 3 | | | | | VITAL | |
| T6110 | | ORGANIC CERTIFICATION FILES | Include supporting documents and certifications on certifying agents, distributors, processors, producers and retailers. | CE | 10 | | | | | VITAL | Federal Organic Foods Production Act of 1990, Section 6515 (c)(1). |
| T6111 | | BIOTECHNOLOGY - CONFIDENTIAL BUSINESS INFORMATION | Includes applications & permits issued by USDA, and listings of regional restrictions for at risk counties. | AC | 2 | | | AC = Approved or disapproved. | | CONFIDENTIAL | |
| T6112 | | METROLOGY LABORATORY RECORDS | Files updated and maintained for administrative reviews and for National Institute of Standards & Technology (NIST) Testing & administrative procedures. | US | 2 | | | | | VITAL | |



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| | | | | | Years | Months | Days | | | | |
| T6113 | | WEIGHTS & MEASURES LICENSE RECORDS | Includes, but not limited to, licenses related to License Service Companies and Technicians and related documents. | AC | 6 | | | AC = After expired or terminated due to close of business or violations. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | TX AG Code 13.1151 & 4TAC 2.11. |
| T6114 | | AQUACULTURE LICENSE | Includes, but not limited to, Aquaculture Facility and Fish Farm Vehicle Licenses and related documents. | AC | 6 | | | AC = After expired or terminated due to close of business or violations. | | License maintained in the TDA electronic system known as BRIDGE. License valid for two years. VITAL | TX AG Code 134.015 & 134.012. |
| T6115 | | CITRUS PROGRAM RECORDS | Includes but not limited to all quarantine records, registration and inspections, and records related to the Citrus Health Response Program. | CE | 5 | | | | | VITAL | 4TAC ch19 Subchapter P. 4TAC ch21 Subchapter A. 4TAC ch21.36 (a). TX AG Code 94.011(a) & 94.031(a). |
| T6116 | | CITRUS ROOT WEEVIL FILES | Files include data collection of pest infestations and management for entire state. | FE | 3 | | | | A | VITAL | 4TAC ch19 Subchapter P. |



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| | | | | | Years | Months | Days | | | | |
| T6117 | | COMPLIANCE AGREEMENT | Files should include the agreement, permit, inspections, reports, cancellations, daily activity summaries, records related to quarantines. Includes but not limited to, Phytosanitary Certificates (Federal and State), Quarantine Inspections, Sweet Potato Permits, Export & Import Cert., Violations & rejections, Plant Pest & Noxious Weeds (PPQ526), Soil (PPQ525A) | FE | 3 | | | | | CAUTION: If a Phytosanitary Certificate becomes the subject of an incident of pest interception, it must be included in the minimum retention period of item number T6117A. | TX AG Code ch12, 71, 72, 73, 121 7CFR ch III. 4TAC ch19, 21, & 23 |
| T6117A | | COMPLIANCE AGREEMENT - PHYTOSANITARY CERTIFICATE INCIDENT RECORDS | | PM | | | | | R | | 7CFR 353.7. |
| T6118 | | QUARANTINE SURVEY REPORTS | Data collection on plant quarantines statewide. Includes but not limited to, Imported Fire Ants, Gypsy Moth, and Karnal Bunt. | FE | 5 | | | | A | VITAL | 4TAC ch19, 21 & 71. |
| T6119 | | LICENSING OF MARKETING ASSOCIATION RECORDS (CO-OPS) | Includes cooperative annual reports, file memorandum, public hearing registration. | FE | 2 | | | | | VITAL | TX AG Code 52.151(c). 4TAC 4.3(c). |
| T6120 | | COTTON PEST MANAGEMENT RECORDS | Includes but not limited to inspections; investigation reports; non-commercial cotton permits and compliance agreements | CE | 3 | | | | | VITAL | 4TAC ch20.16 (c) (2). 4TAC ch20. |



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| T6121 | | EGG RECORDS | Includes but not limited to brokers, dealers/wholesalers and processors. Files include but not limited to egg inspections and stop sale, quarterly reports, monthly egg reports, out of state monthly reports; label exemption request and retail egg replacement agreements. | FE | 2 | | | | | | TX AG Code 132.022, 132.024 & 132.061. TAC Chapter 15; 15.11 |
| T6122 | | GRAIN WAREHOUSE FILES | Includes, but not limited to, licenses, inspections, audits, investigation documentation, claims and corresponding documents as it is required by law. | AC | 6 | | | AC = After expired or terminated due to close of business or violations. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | 7CFR 800.145 - 153. TX AG Code 14.023(b) & 14.059(b). |
| T6122A | | GRAIN WAREHOUSE CAPACITY CHARTS AND MAPS | | AC | 6 | | | AC = When a grain elevator has been deemed not structurally sound, inoperative or is destroyed. | | Retention set by agency practice VITAL | |
| T6123 | | HANDLING & MARKETING OF PERISHABLE COMMODITIES (HMPC) FILES | Includes, but not limited to, documents related to licenses issued to General producers and cash dealers and related to the Agriculture Protective Act (APA). | AC | 6 | | | AC = After license expiration or claim has been settled. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | TX AG Code 101.008(a). |
| T6124 | | NEMATOLOGY RECORDS | Records include disease analysis, sample collection report. | FE | 7 | | | | | | 4TAC 19.2. |
| T6125 | | NURSERY FLORAL RECORDS | Includes, but not limited to, Nursery Floral licenses and inspections | AC | 6 | | | AC = After expired or terminated due to close of business or violations. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | 4TAC 22.2(b). TX AG Code 71.043, 121.004(b) & 121.006. |
| T6126 | | PIECE RATE CROP SURVEY | | FE | 2 | | | | | | TX Labor Code 62.111. |



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| T6127 | | WEIGHTS & MEASURES RECORDS | Include, but not limited to, licenses and inspections and related information on devices, packages, public weighers, scales and scanner (price verifications). | AC | 6 | | | AC = After expired or terminated due to close of business or violations. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. Public Weigher valid for two years. VITAL | TAC 12.11(e) & 5.5. TX AG Code 13.252(b), 13.403(b), 13.101(a) & (c) & 13.1011(a). |
| T6128 | | EGG LICENSE RECORDS | Include, but not limited to, licenses for brokers, dealers/wholesalers and processors | AC | 6 | | | AC = After expired or terminated due to close of business or violations. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | TX AG Code 132.022, 132.024 & 132.061. |
| T6129 | | ORGANIC PROGRAM ADMINISTRATION RECORDS | Includes but not limited to accreditation records, inspector and staff training records, program manuals, and records created or received by TDA that demonstrate the department's ability to conduct certification activities. | CE | 5 | | | | | VITAL | 7 CFR 205.510(b). |
| T6130 | | FUEL QUALITY REGISTRATION | Includes but not limited to registration records for distributors or suppliers. | AC | 6 | | | AC = After expiration. | | License maintained in the TDA electronic system known as BRIDGE. Registration valid for one year. VITAL | |
| T6131 | | FUEL QUALITY RECORDS | Includes but not limited to inspection, photos, narrative, delivery record, sales records, lab analysis, written statements and analyzer tickets. | FE | 6 | | | | | | |



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| T6200 | | PERMANENT AGREEMENTS | Agreement between TDA and all Contracting Entities operating one or more Child Nutrition Programs and all amendments made to the existing agreement. | AC | 3 | | | AC = Date the permanent agreement is terminated or expires. | | VITAL | 7CFR 210.9(b) (17) & 210.23, 226.6 |
| T6200A | | APPLICATION DOCUMENTS | Any document required by TDA for the participation of a Contracting Entity in a Child Nutrition Program. | AC | 3 | | | AC = Disqualified, terminated or does not renew participation in a Child Nutrition Program. | | VITAL | 7CFR 210, 215, 220, 225, 226 |
| T6201 | | ADMINISTRATIVE REVIEW | Records related to administrative reviews conducted by TDA and/or USDA. Includes but not limited to findings, corrective action documents, worksheets and other related working documents before or after the review, correspondence related to approval or denial of corrective action documents or requests for additional information or documentation. | US | 3 | | | | | US = Superseded by a new review or Contracting Entities terminates from a Child Nutrition Program. | 7CFR 210.18, 210.23, 215, 220, 225, 226, 247, 248, 249, 251, 252 |
| T6201A | | ADMINISTRATIVE REVIEW- (Working Papers) | Includes but is not limited to reviewer notes and working papers. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year. | | | 7 CFR 210.23(c) |



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| T6202 | | FOOD SERVICE MANAGEMENT COMPANY (FSMC) RECORDS | Files include but not limited to contracts, claims, correspondence, pending files, certifications and procurement data. | AC | 5 | | | AC = The final contract renewal period has expired or final payment is recorded, whichever is later. | | NOTE: Not to exceed four renewals after initial contract. These contracts are between School Districts and FSMC, TDA reviews and maintains as part of the School Districts participation in USDA/TDA SNP programs. Records are maintained in the Food and Nutrition Program imaging system known as DSS. | 7CFR 210.16, 210.23, 215, 220, 225, 226, 247. |
| T6203 | | REIMBURSEMENT RECORDS | Includes letter of credit, requests for funds, claims and/or authorized advances. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year. | | VITAL | 7CFR 210.8, 210.23, 226.9, 247.27, 215, 220 |
| T6205 | | FOOD NUTRITION SERVICE (FNS) REPORTS | Reports submitted to FNS. Includes but not limited to FNS-10, FNS-13, FNS-44, FNS-418. This series covers all reports submitted to USDA FNS. This series also includes the State Administrative Expense report. | FE | 3 | | | | | Maintained on Federal Fiscal Year | 7CFR 210.20 & 210.23. 7CFR 235.7 |
| T6206 | | CHILD NUTRITION PROGRAM INFORMATION MANAGEMENT SYSTEM RECORDS (CNPIMS) | | AC | 6 | | | AC = End of school year. | | VITAL | |
| T6207 | | PROVISION 2 FILES | Files include School District's application, approval documentation, base year established and extension/renewal requests. | AC | 5 | | | AC = After school district is no longer on Provision 2. | | | |



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| T6208 | | NATIONAL DISQUALIFIED LIST (NDL) RECORDS | Records related to Contracting Entities and Individuals placed on NDL status. Includes letters, notifications, rulings and documents detailing criteria for being placed on the list. | AC | 3 | | | AC = If/when contractor pays in full the debt owed to TDA and/or the corrective action plan is approved and accepted by TDA and confirmed by USDA FNS. | | CE's remain on the NDL for a minimum of seven years even if they meet the required penalty. VITAL | 7CFR 226 Child and Adult Care Food Program (CACFP) Policy Memo # 01-2007, CACFP Handbook |
| T6208A | | FOOD AND NUTRITION PROGRAM LISTS | This record includes lists produced or received by Food and Nutrition programs on a routine basis. It includes, but is not limited to, the National Disqualified List (NDL), Seriously Deficient List (SDL), Direct Certification Lists, and Direct Verification Lists. | US | | | | | | VITAL | 7CFR 226 Child and Adult Care Food Program (CACFP) Policy Memo # 01-2007 |
| T6209 | | SERIOUS DEFICIENCY (SD) | Records related to Contracting Entities and Individuals placed on SD status. Includes staffing forms, SD letters, and documentation to support this process. | AC | 3 | | | AC = Approval from FND Community Operations Administrator to initiate the disposition process. | | CONFIDENTIAL | 7CFR 226; Child and Adult Care Food Program (CACFP) Policy Memo #01-2007 |
| T6209A | | TEXAS SUMMER FOOD SERVICE PROGRAM EXCLUDED LIST (TEXSL) | Records related to Contracting Entities and Individuals placed on the TEXSL list including letters, notifications, rulings and documents detailing criteria for being placed on the list. | AC | 3 | | | AC = If/when a Contractor pays in full the debt owed to TDA and/or the Corrective Action Plan is approved and accepted by TDA and confirmed by USDA FNS. | | CE's remain on the TEXSL for a minimum of seven years even if they meet the required penalty. | Texas Department of Agriculture SFSP Supplemental |



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| T6210 | | FOOD DONATIONS | Includes program update files such as agreements, reports, audits, claims actions, funds obtained as in incident of donated food distribution, donated food values and compliance. | FE | 3 | | | Maintained on Federal Fiscal Year | | | 7 CFR 250.19 |
| T6212 | | FOOD PROCESSOR REVIEW FILES | Monthly processor performance reports. | AC | 3 | | | AC = Results ended in compliance or all corrective plans have been met. | | | 7CFR 250.19 |
| T6213 | | OUT OF CONDITION COMMODITY CLAIMS | These claims are reports of loss of USDA Donated Food Reports submitted to TDA by commercial warehouses and food banks when they damage commodities in the warehouse or on deliveries to schools. | FE | 3 | | | | | Maintained on Federal Fiscal Year | 7 CFR 250.16 |
| T6214 | | FOOD ORDERS AND RECEIPTS | Maintained and tracked in TX-UNPS | FE | 3 | | | | | NOTE: TX-UNPS is the Application, Claims and Compliance web-based customer interface for TDA Food & Nutrition Programs. | |
| T6215 | | COMMERCIAL DISTRIBUTION CONTRACT | Contracts for the receipt, storage and delivery of USDA foods to NSPL participants. Contractors must update all pertinent information and demonstrate that all donated food has been accounted for before renewal of contract. | AC | 7 | | | AC = Contract terminated or expired. | | NOTE: One year contract with possibility of 4 extensions. | 7CFR 250.14(7)(d) |
| T6216 | | COMMERCIAL DISTRIBUTION: WAREHOUSE/STORAGE FACILITY REVIEWS | Records maintained with the associated contracts. | AC | 7 | | | AC = Contract terminated or expired. | | | 7CFR 250.14(7)(c) |



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| T6217 | | FOOD NUTRITION PROGRAMS FILES | Includes program and/or operational records for USDA Child Nutritional Programs administered by the Texas Department of Agriculture: Child and Adult Care Food Program (CACFP); Summer Food Service Program (SFSP); Special Milk Program (SMP); Commodity Supplemental Food Program (CSFP); School Breakfast Program (SBP); National School Lunch Program (NSLP); Fresh Fruit and Vegetable Program (FFVP); Emergency Food Assistance Program (EFAP) programs Senior Farmers Market Nutrition Program (SFMNP) and Farmers Market Nutrition Program (FMNP) programs. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year. | | NOTE: Majority of these records are maintained in for the Food and Nutrition Program imaging system known as DSS. | 7CFR 215, 220, 225, 226, 247 |
| T6218 | | WAIVER REQUESTS | State and federal waivers regarding participation in Summer Nutrition Programs. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year. | | | 7CFR 225 |
| T6219 | | REFERRAL RECORDS | Files on Contracting Entities that have been referred to USDA OIG, the Texas OAG or other investigative authorities for further review. | AC | 3 | | | AC = Closure by investigative authorities. | | | |
| T6220 | | PROCESSOR STATE PARTICIPATION AGREEMENTS (SPA) | In-state processing and state participation agreements, schedules, performance reports, grading certificates, program audits, end product receipts and procurement documents. | AC | 3 | | | AC = Agreement termination or expiration including all extensions | | | 7CFR 250.37 |



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| T6221 | | COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) | Records pertaining to the receipt, disposal, and inventory of commodities, the receipt and disbursement of administrative fund, other funds, eligibility determinations, fair hearings and other program activities. | FE | 3 | | | | | Maintained on Federal Fiscal Year | 7CFR 247.29 |
| T6222 | | TEXAS EMERGENCY FOOD ASSISTANCE PROGRM (TEFAP) | Records pertaining to the receipt, disposal and inventory of commodities received that are in turn distributed to eligible recipient agencies also includes administrative fund and household information. | FE | 3 | | | | | Maintained on Federal Fiscal Year | 7 CFR 251.10 |
| T6223 | | SENIOR FARMERS MARKET NUTRITIONAL PROGRAMS (SFMNP) | Records pertaining to the agreement, certification, financial operations, coupon issuance and redemption for authorized outlets such as Farmers, Farmer's Markets and Community Supported Agriculture and authorized outlet monitoring. Also includes Community Supported Agriculture invoices, delivery receipts, equipment purchases, inventory, nutrition education, fair hearings, civil rights procedures and other program activities. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year. | | | 7 CFR 249.23 |



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| T6224 | | WOMEN, INFANTS AND CHILDREN FARMERS MARKET NUTRITIONAL PROGRAMS (FMNP) | Record pertaining to financial operations, coupon issuance and redemption, equipment purchases, inventory, nutrition education, fair hearings, civil rights procedures and other program activities. | AC | 3 | | | AC = Date of submission of the final financial status report for the fiscal year. | | | 7CFR 248.23 |
| T6300 | | PESTICIDE LABORATORY PROCEDURE RECORDS | All related records regarding the daily procedures performed in the lab that may be under document control. | PM | | | | | A | TDA Pesticide Methods and SOP are permanent. VITAL | 40 CFR 160.81. |
| T6301 | | PESTICIDE LABORATORY/USDA DOCUMENTATION | Records related to the Pesticide Data Program. Includes PDP samples. | | 2 | | | | | Note: Retention requirements are fulfilled when records are transferred to USDA after retention period has been met. CONFIDENTIAL VITAL | |
| T6302 | | PESTICIDE LABORATORY REPORTS/CHROMATOGRAPHY REPORTS | Included, but not limited to, records and logbooks related to EPA Cooperative Agreement (complaint reports), Structural Pesticide Board, Organic Certification and Fire Ant Compliance. | AC | 5 | | | AC = Results of report. | | VITAL | TX AG Code 76.006(b)1 |
| T6303 | | COMMERCIAL & NON-COMMERCIAL APPLICATOR FILES | Includes, but not limited to, licenses, test documentation, training verification, reciprocity certification and M-44 or Livestock Protection Collar training verification and exams for Commercial and Non-Commercial pesticide and structural pest control applicators, including Technicians. | AC | 6 | | | AC = Expiration of license. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | 4TAC ch7. |



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| T6304 | | PRIVATE & PRIVATE-CERTIFIED APPLICATOR FILES | Includes, but not limited to, licenses, test documentation, training verification and M-44 or Livestock Protection Collar training verification and exams for Private & Private-Certified pesticide applicators. | AC | 6 | | | AC = Expiration of license. | | License maintained in the TDA electronic system known as BRIDGE. License valid for five years. VITAL | 4TAC ch7. |
| T6305 | | HERBICIDE SPRAYING PERMIT | | AC | 2 | | | AC = Expiration of permit. | | VITAL | 4TAC 7.50. |
| T6306 | | PESTICIDE DEALER LICENSING RECORDS | Includes, but not limited to, license records. | AC | 6 | | | AC = Expiration of license. | | License maintained in the TDA electronic system known as BRIDGE. License valid for two years. VITAL | TX AG Code 76.072. 4TAC 7.20(c). |
| T6307 | | PESTICIDES & STRUCTURAL PEST CONTROL APPLICATOR BUSINESS RECORDS | Includes, but not limited to, pesticides license decal and registration information and Structural Pest Control business licenses information. | AC | 6 | | | AC = Expiration of license. | | License maintained in the TDA electronic system known as BRIDGE. License valid for one year. VITAL | TX AG Code 76.115(c). 4TAC 7.35(a) & (c). TX Occupations Code 1951.301 |
| T6308 | | CERTIFIED AND INSURED PRESCRIBED BURN MANAGER RECORDS | Includes, but not limited to, license and other required documents | AC | 6 | | | AC = Expiration of license. | | Records maintained in the TDA electronic system known as BRIDGE after review by program. License valid for two years. VITAL | 4TAC 227.7. |
| T6309 | | LEAD BURN INSTRUCTOR RECORDS | Includes, but not limited to, application and license. | AC | 6 | | | AC = Licensee indicates they are no longer acting as a Lead Burn Instructor. | A | Application maintained by program. License maintained in the TDA electronic system known as BRIDGE. VITAL | 4TAC227.7. |



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| T6310 | | PESTICIDE PRODUCT RECORDS | Records related to chemical registration. Included is Product Section 3 Registration, Product Special Registrations, Registration 2EE Policy records, EUP, 24C, Section 18 records. | PM | | | | | A | VITAL | 4TAC 7.14(c) & 7.10(c). TX AG Code 76.043(a). |
| T6311 | | WORKER PROTECTION TRAINING RECORDS | Includes WPS verification training cards, Train-the-Trainer and Worker & Handler Safety training rosters. | CE | 5 | | | | | VITAL | 4TAC 7.36(a). 40 CFR pt. 170. |
| T6312 | | APPROVED CEU COURSE RECORDS | Records include detailed course outline, categories and number of units, sponsorship applications, speaker information, self-study course and/or electronic course information and approved curriculums and CEU course monitoring. | CE | 6 | | | | | | |
| T6313 | | CEU COURSE CURRICULUM - NOT APPROVED | | CE | 1 | | | | | | |
| T6314 | | CEU TRAINING ROSTER | Pesticides and Structural Pest Control rosters from trainings required for licensees. | CE | 6 | | | | | | Texas Occupational Code 1951.352 |



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| T6315 | | PESTICIDE & STRUCTURAL PEST CONTROL EXAMINATIONS AND ANSWER KEYS | Examination of pesticides and structural pest control processes. To include test questions and answer key created and distributed by TDA. To be taken and passed as a requirement of a Commercial, Non- Commercial Pesticide - Structural Pest Control Applicator and Technician License. | US | 2 | | | | | | Texas Ag Code 76.110(a). Occupational Code 1951 |
| T6316 | | LABORATORY CHEMICAL STANDARDS | | AC | 5 | | | AC = Date the chemicals are expired, consumed or disposed. | | VITAL | PDP-STD-03 (USDA Pesticide Data Program SOP requirements) |
| T6317 | | CHEMICAL SAMPLE LOGBOOKS | | US | 2 | | | | | VITAL | PDP-STD-04 (USDA Pesticide Data Program SOP requirements) |
| T6318 | | USE OBSERVATIONS | Inspections conducted on certified Structural Pest Control Applicators while they apply herbicides, fumigations, etc. TDA Inspectors observe the application process. | AC | 5 | | | AC = Inspection completed. | | Records maintained in the TDA electronic system known as BRIDGE | TX Occupations Code 1951.207 |



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| T6319 | | PESTICIDE INSPECTIONS | Inspections conducted by agriculture and structural pesticide program at commercial and non-commercial establishment where commercial business and licensees conduct business or at non-commercial entities that either employs a non-commercial licensee or contract pest control services; such establishments include but not limited to apartments, day-care center, hospital, nursing home, hotel, lodge, warehouse, school or motel. | AC | 5 | | | AC = Inspection completed. | | Records maintained in the TDA electronic system known as BRIDGE. | TX Occupations Code 1951.207, 1951.459 & 1951.212(g); TX Agriculture Code 76.115 & 76.151 |
| T6320 | | PRETREATMENT INSPECTIONS | Inspections conducted at request of the consumer. Inspection service to consumers is limited to a determination of whether there is an infestation of pests on the premises inspected. | AC | 5 | | | AC = Inspection completed. | | Records maintained in the TDA electronic system known as BRIDGE. | TX Occupations Code 1951.210 |
| T6321 | | INTEGRATED PEST MANAGEMENT (IPM) PROGRAM RECORDS | Records Include standards, categories or pesticides that a school district is allow to apply, the designated IPM coordinator for the district and contact information. | US | | | | | | | TX Occupations Code 1951.212 |
| T6323 | | PRETREATMENT NOTIFICATIONS | Notice of pre-construction termite treatments of a structure. Notice of structural fumigations. Notifications can be phoned in, e-mailed or faxed to TDA. | FE | 3 | | | | | | TX Occupations Code 1951.210 |



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| T6324 | | OUT-OF-STATE DEALER DISTRIBUTION RECORDS | Includes but not limited to monthly reports submitted to TDA. | FE | 2 | | | | | | 4 TAC 7.32 |
| T6400 | | RESEARCH PROJECT PROPOSALS | Proposals submitted by universities to TDA for funding approval. The proposal describes the project, survey or investigation on cotton fiber, cottonseed, oilseed products, cotton plan products, wool, mohair, and other textile products; expected outcome and the benefits. | AC | 2 | | | AC = Date the research program plan proposal is approved. | | Note: For Proposals not approved see T4708B. | 4TAC1.927. |
| T6401 | | RESEARCH PROGRAM DEVELOPMENT RECORDS | Records relating to research project issues. | AC | 2 | | | AC = Resolution of issue(s). | | Retention set per agency practice. | |