



August 2, 2016

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

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Mr. Clark:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 2 to your agency's 9th recertification of your records retention schedule is approved for use as of Friday, July 29, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

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

Sincerely,

A handwritten signature in blue ink, appearing to be "CK" or "Craig Kelso".

Craig Kelso
Director and State Records Administrator

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Sid Miller

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.551/551



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
Agency Name

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
X 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 [Handwritten Signature]

Name (Print or type) MICHAEL W CLARK

Date 6-27-2014

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature [Handwritten Signature]
Name (Print or type) Donna Osborne
Date 7/29/16

Cert/Recert No. 9 Amendment No. 2

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 4

2. Agency Code 551		3. Agency Name Texas Department of Agriculture								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

	T6202	FOOD SERVICE MANAGEMENT COMPANY (FSMC) RECORDS Files include but not limited to contracts, correspondence, pending files, certifications and procurement data.	AC+1	4	AC+5	AC = The final contract renewal period has expired or final payment is recorded, whichever is later. Not to exceed four renewals after initial contract. NOTE: These contracts are between School Districts and FSMC, TDA reviews and maintains as part of the School Districts participation in USDA/TDA SNP programs. NOTE: Records are maintained in the Food and Nutrition Program imaging system known as DSS. 7CFR 210.16, 210.23, 215, 220, 225		84	T6202	C
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Retention Codes (Field 7) | Archival Codes (Field 8) | Amendment Codes (Field 12)

AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset	MO – Months PM – Permanent US – Until Superseded	A – Transfer to State Archives R – Review by State Archivist	N – New C – Changed D – Deleted
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 4

2. Agency Code 551		3. Agency Name Texas Department of Agriculture								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

	T6210	FOOD DISTRIBUTION PROGRAM UPDATE FILES Maintained in TX-UNPS as annual updates for participation in the USDA Foods Programs for NSLP, SFSP, TEFAP and CSFP.	AC+3		AC+3	7 CFR 250.12.(c)(2). AC = Yearly Update. NOTE: TX-UNPS is the Application, Claims and Compliance web-based customer interface for TDA Food & Nutrition Programs.		86	T6210	C
	T6214	FOOD ORDERS AND RECEIPTS Maintained and tracked in TXUNPS.	FE+1	2	FE+3	NOTE: TX-UNPS is the Application, Claims and Compliance web-based customer interface for TDA Food & Nutrition Programs.		87	T6214	C
	T6215	COMMERICAL 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. A one year contract with possibility of 4 extensions.	AC+1	6	AC+7	AC = Contract terminated or expired including all extensions. 7 CFR 250.14(7)(d)		88	T6215	C



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 4

2. Agency Code 551		3. Agency Name Texas Department of Agriculture								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

	T6216	COMMERCIAL DISTRIBUTION: WAREHOUSE/STORAGE FACILITY REVIEWS Records maintained with the associated contracts.	AC+1	6	AC+7		AC = Contract terminated or expired.		88	T6216	C
	T6217	FOOD NUTRITION PROGRAMS FILES Files include, but not limited to: 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); Senior Farmers Market Nutrition Program (SFMNP); Farmers Market Nutrition Program (FMNP) programs. These records may include, but not limited to a copy of the Administrative Permanent Agreement, applications, reviews, audits, correspondence, renewals, corrective actions, certificate of authority.	AC + 1	2	AC + 3		7 CFR 215, 220, 225, 226, 247 AC = Date of submission of the final financial status report for the fiscal year. Note: Majority of these records are maintained in the Food and Nutrition Program imaging system known as DSS.		89	T6217	C



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

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1. Page 4 of 4

2. Agency Code 551		3. Agency Name Texas Department of Agriculture									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

	T6220	<p>PROCESSOR STATE PARTICIPATION AGREEMENTS (SPA) Agreements are an extension of the USDA National Processing Agreement, are in effect for no longer than one year, and may be extended up to four times. Processor must update all pertinent information related to Summary End Product Data Schedule (SEPDS) sub-contractor agreements and distributor agreements.</p>	AC+1	2	AC+3		7 CFR 251.10 AC = Agreement termination or expiration including all extensions.				N
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State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

October 31, 2014

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

Re: Agency records retention schedule amendment approved for use

Dear Mr. Clark:

Amendment 1 to your agency's 9th recertification of your records retention schedule is approved for use as of Thursday, October 23, 2014. Your currently approved records retention schedule and all amendments are available on our website at <http://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Todd Staples

R01.551/551



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

EW

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 551
Texas Department of Agriculture

(Check one)

- Initial Certification - Form SLR 105
Recertification - Form SLR 105
X 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 [Handwritten Signature]

Name (Print or type) MICHAEL W. CLARK

Date 8-6-14

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature [Handwritten Signature]
Name (Print or type)
Date 10-23-2014

Cert/Recert No. 9 Amendment No. 1

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 1

2. Agency Code 551 3. Agency Name **Texas Department of Agriculture**

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

	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+1	9	AC+10	AC = Date Received				N

Retention Codes (Field 7)	Archival Codes (Field 8)	Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset	MO – Months PM – Permanent US – Until Superseded A – Transfer to State Archives R – Review by State Archivist	N – New C – Changed D – Deleted



August 7, 2013

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

RE: Department of Agriculture
Retention schedule approved for use

Dear Mr. Clark:

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

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

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

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of **August 2016**. If you have any questions, call the information analyst assigned to your agency, Erica Wilson, at 512-463-6627.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Todd Staples

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

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Commission Chairman
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*Interim
Director and Librarian*
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.551/551



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
Agency Name 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 [Handwritten Signature]
Name (Print or type) Michael W. Clark
Date 12-21-2012

Section 2. Approvals (Submitting agencies do not write in this section)

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

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature [Handwritten Signature]
Name (Print or type) Donna Osborne
Date 8/2/13

Cert/Recert No. 9 Amendment No. -



STATE OF TEXAS

Records Retention Schedule

2012

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 98

2. Agency Code	551	3. Agency Name TEXAS DEPARTMENT OF AGRICULTURE							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

		Category 1: Administration Records					NOTE: TDA DOES use TSL/RMD Record Center for Community Development Block Grants ONLY. All other TDA records are sent to storage at the TDA Record Center.		
	T1100	COMMODITY BOARD FILES	US+1		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 + 1	2	AC + 3	R	AC = After last term served on the board.		
1.1.002	T1102	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 + 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.	12-551-074	
	T1103	AUDITS-WORKING PAPERS	AC + 1	6	AC + 7		AC = Publication or release of final audit findings. CONFIDENTIAL		

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



STATE OF TEXAS
Records Retention Schedule
2012

SLR 105

Form SLR 105C must accompany this form.

1. Page **2** of **98**

2. Agency Code	551	3. Agency Name TEXAS DEPARTMENT OF AGRICULTURE							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.004	T1104	LEGISLATIVE APPROPRIATION REQUESTS Including any supporting documentation created and/or used to justify and support legislative appropriations requests by TDA.	AC + 3	3	AC + 6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the 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.
1.1.006	T1106	COMPLAINT RECORDS Complaints received by TDA from the public concerning the agency and the records pertaining to the resolution of the complaint.	AC + 1	1	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+1	2	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.

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



STATE OF TEXAS

Records Retention Schedule

2012

SLR 105

Form SLR 105C must accompany this form.

1. Page **3** of **98**

2. Agency Code	551	3. Agency Name							TEXAS DEPARTMENT OF AGRICULTURE		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks					

1.1.007	T1107	<p>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.</p>	1	3	4	R	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. 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</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



STATE OF TEXAS

Records Retention Schedule

2012

SLR 105

Form SLR 105C must accompany this form.

1. Page **4** of **98**

2. Agency Code	551	3. Agency Name							TEXAS DEPARTMENT OF AGRICULTURE		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks					

1.1.008	T1108	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		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 e-mail 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.	1	PM	PM	Family Land Heritage Records are permanent.		
1.1.010	T1110	DIRECTIVES Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1			
1.1.011	T1111	EXECUTIVE ORDERS Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of TDA.	US + 1	2	US + 3	A VITAL		

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



STATE OF TEXAS

Records Retention Schedule

2012

SLR 105

Form SLR 105C must accompany this form.

1. Page **5** of **98**

2. Agency Code	551	3. Agency Name						TEXAS DEPARTMENT OF AGRICULTURE					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title			7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
					Agency	Storage	Total	9. Remarks					

1.1.013	T1113	<p>CALENDARS, APPOINTMENT and ITINERARY RECORDS</p> <p>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.</p>	CE + 1		CE + 1	R	<p>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.</p> <p>Other TDA Microsoft OUTLOOK calendars are auto-deleted at 731 days.</p> <p>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.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS
Records Retention Schedule
2012

SLR 105
Form SLR 105C must accompany this form.

1. Page **6** of **98**

2. Agency Code	551	3. Agency Name TEXAS DEPARTMENT OF AGRICULTURE							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.014	T1114	LEGAL OPINIONS and ADVICE From TDA legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item numbers 1.1.048 or 1.1.073. CONFIDENTIAL		
1.1.019	T1119	PUBLIC RELATIONS RECORDS News, press releases, or any public relations files maintained or issued by TDA. Includes print, electronic, audio, and audiovisual records.	1	1	2	R			
1.1.020	T1120	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 (Chapter 552, Government Code).	AC + 1		AC + 1		AC = Date request fulfilled.		

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



STATE OF TEXAS

Records Retention Schedule

2012

SLR 105

Form SLR 105C must accompany this form.

1. Page **7** of **98**

2. Agency Code	551	3. Agency Name TEXAS DEPARTMENT OF AGRICULTURE							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1.021	T1121	PUBLIC INFORMATION REQUESTS - Exempted Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC + 1	1	AC + 2	AC = Date of notification that records are exempt. CONFIDENTIAL		
1.1.023	T1123	ORGANIZATION CHARTS	US		US	A		
1.1.024	T1124	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 + 1	2	AC + 3	R ARCHIVES NOTE: Data processing planning records are not archival.		
	T1125	SPECIAL PROJECT FILES Records related to a special project that involves planning and implementing a TDA event, promotion or technical assistance to both internal and external customers. Records include but not limited to research material, meeting notes, expenditures, budget, vendor contracts, space or booth allocation, and bid information.	AC + 1	3	AC + 4	AC = Completed or end of project, event or promotion.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

1.1.026	T1126	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 + 1	AC = Date of publication in the Texas Register.		
1.1.027	T1127	PROPOSED LEGISLATION Drafts of proposed legislation and related correspondence.	AV		AV			
1.1.038	T1138	CUSTOMER SURVEYS Surveys returned by the customers or clients of TDA, and the statistical data maintained rating the agency's performance.	AC + 1	2	AC + 3	SEE item number 1.1.067 for summary reports compiled from customer surveys. AC = Close date of survey.		
1.1.040	T1140	SPEECHES, PAPERS and PRESENTATIONS Notes or text of speeches, papers, presentations, or reports delivered in conjunction with TDA work.	AC		AC	R AC = End of term in office or termination of service in a state position.		
1.1.041	T1141	SUGGESTION SYSTEM RECORDS Suggestions submitted by TDA personnel and responses.	1		1			

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			Agency	Storage	Total	9. Remarks					

1.1.043	T1143	TRAINING MATERIALS Instructional materials developed by TDA for training entities or individuals it regulates or serves. Files may include, but not limited to registrations, evaluation forms.	US + 1		US + 1				
	T1143A	TRAINING MATERIALS-Food & Nutrition Instructional materials developed by TDA Food & Nutrition Division and/or USDA including but not limited to registration evaluation forms, manuals and workbooks	AC+1	2	AC+3	AC = Date of submission of the final financial status report for the fiscal year.			

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			Agency	Storage	Total	9. Remarks					

1.1.048	T1148	<p>LITIGATION FILES</p> <p>Records created by or on behalf of TDA in anticipation of or in the adjudication of a lawsuit.</p>	AC + 1		AC + 1	R	<p>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.</p> <p>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.</p> <p>CONFIDENTIAL VITAL</p>		
1.1.053	T1153	<p>REGISTRATION LOGS</p> <p>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.</p>	AC		AC		<p>AC = Report filed with the Texas Ethics Commission.</p>		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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			Agency	Storage	Total	9. Remarks					

1.1.055	T1155	STRATEGIC PLANS Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC + 3	3	AC + 6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	T1156	ADA (Americans with Disabilities Act) Documentation Self-evaluations and plans documenting compliance with the requirements of the Americans With Disabilities Act.	1	2	3		28 CFR 35.105(c).		

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			Agency	Storage	Total	9. Remarks					

1.1.057	T1157	<p>TRANSITORY INFORMATION</p> <p>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.</p> <p>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.</p>	AC		AC	<p>AC = Purpose of record has been fulfilled.</p> <p>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.</p> <p>The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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	T1157A	USDA HEALTH CERTIFICATES Certificates issued by a USDA Veterinarian that must accompany all animals exported or imported through the state of Texas.	FE + 1	2	FE+3		TX AG Code 161.081 Retention set by agency practice.		
1.1.058	T1158	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.	1	PM	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.		

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			Agency	Storage	Total	9. Remarks					

1.1.059	T1159	MEETINGS, Certified Agendas or Tape Recordings of Closed Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC + 1	1	AC + 2	AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a). SEE caution comment at item number 1.1.058. CONFIDENTIAL		
1.1.060	T1160	MEETINGS, Audio or Videotapes of Open Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC + 90 days		AC + 90 days	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.		

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			Agency	Storage	Total	9. Remarks					

1.1.061	T1161	MEETING - Notes Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC + 90 days		AC + 90 days		AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.		
1.1.062	T1162	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.	1	1	2	A	SEE caution comment at item number 1.1.058.		
1.1.063	T1163	STAFF MEETING Minutes and Notes Minutes or notes, and supporting documentation, taken at internal TDA staff meetings.	1		1				

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			Agency	Storage	Total	9. Remarks					

1.1.064	T1164	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 the agency.	FE + 1	2	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		
1.1.065	T1165	REPORTS and STUDIES (Non-Fiscal) - Raw Data Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.		
1.1.066	T1166	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 + 1	5	AC + 6	AC = September 1 of odd-numbered calendar years. 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.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

1.1.067	T1167	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.	1	2	3	R		
1.1.068	T1168	REPORTS on Performance Measures Quarterly and annual reports on TDA performance measures submitted to executive and legislative offices.	AC + 3	3	AC + 6		AC = September 1 of odd-numbered calendar years.	
1.1.069	T1169	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, and similar activities.	1		1		CAUTION: SEE item number 1.1.064.	

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			Agency	Storage	Total	9. Remarks			

1.1.070	T1170	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 + 1	2	AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. NOTE: TDA will preserve the original and send a copy to the State Archives. SEE ALSO Item number 1.1.071. VITAL		
1.1.071	T1171	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 + 1	2	AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Records Series Item Number 1.1.070. CONFIDENTIAL VITAL		
1.1.072	T1172	PUBLIC INFORMATION REPORTS Reports made to Office of the Attorney General on an agency's Public Information Act activities.	1	1	2				

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			Agency	Storage	Total	9. Remarks			

1.1.073	T1173	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 + 1	5	AC + 6	R	AC = Last action. CONFIDENTIAL VITAL		
	T1173A	ADMINISTRATIVE HEARING FINAL ORDERS	AC + 1	PM	PM	R	AC = Last action. Final Orders are permanent.		
1.1.074	T1174	SUNSET REVIEW REPORT and DOCUMENTATION	AC + 1	2	AC + 3	R	AC = After the subsequent Sunset Review.		
1.1.075	T1175	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 + 1	3	AC + 4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071.		

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	T1176	GO TEXAN-MEMBERSHIP FILES Includes but not limited to original application and licensing agreement. Members, Restaurants and Rural Communities.	AC+1	2	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+1	4	AC+5	AC = Expiration of agreement.		
1.2.001	T1201	DESTRUCTION AUTHORIZATIONS Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE + 1	2	FE + 3			
1.2.003	T1203	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 + 1	AC = Discontinuance of use of form.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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1.2.004	T1204	FORMS INVENTORY Any periodic listing of all forms used internally or externally by TDA.	US		US			
1.2.005	T1205	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		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
1.2.006	T1206	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 + 1	1	AC + 2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.	
1.2.008	T1208	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD 102) Agency copy.	FE + 1	2	FE + 3		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	

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1.2.010	T1210	RECORDS DISPOSITION LOGS Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	1	9	10			
1.2.011	T1211	RECORDS CENTER STORAGE APPRIVAL FORMS (RMD 106) Agency copy.	US		US			
1.2.012	T1212	RECORDS INVENTORY WORKSHEETS	US + 1		US + 1			
1.2.013	T1213	RECORDS CONTROL LOCATOR AIDS Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = When control aid is updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	T1214	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		US + 1			

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1.2.015	T1215	DISASTER RECOVERY SERVICES TRANSMITTALS (RMD 109) Also includes documentation for disaster recovery services provided by other entities.	FE + 1		FE + 1				
1.2.016	T1216	DISASTER RECOVERY SERVICE APPROVAL FORM (RMD 113) Agency copy of form.	AC		AC	AC = Until superseded or termination of service.			

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1.3.001	T1301	<p>STATE PUBLICATIONS</p> <p>One copy of each state publication as defined on page xi of the introduction of the <i>Texas State Records Retention Schedule, 4th edition</i>, 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.</p>	AC + 1	1	AC + 2	<p>AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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1.3.002	T1302	<p>PUBLICATION DEVELOPMENT FILES Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside TDA.</p>	AV		AV	R			
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		Category 2 Electronic Data Processing Records						
2.1.001	T2101	PROCESSING FILES Machine-readable files used in the creation, utilization, and updating of master files.	AC + 90 DAYS		AC + 90 DAYS		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 BRIDGE) should be placed under the proper record series. VITAL	

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2.1.002	T2102	<p>MASTER FILES</p> <p>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.</p>	AC		AC	<p>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.</p> <p>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.</p> <p>VITAL</p>		
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2.1.007	T2107	<p>SOFTWARE PROGRAMS Automated software applications and operating system files including job control language, program listing/source code, etc.</p>	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. VITAL</p>		
2.1.008	T2108	<p>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.</p>	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. VITAL</p>		

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2.1.009	T2109	<p>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.</p>	AC		AC		<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p> <p>VITAL</p>		
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Retention Codes (Field 7)	Archival Codes (Field 8)
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2.1.010	T2110	AUDIT TRAIL RECORDS Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC		AC	AC = All audit requirements have been met. VITAL		
2.1.011	T2111	FINDING AIDS, INDEXES AND TRACKING SYSTEMS Automated indexes, lists, register, and other finding aids used to provide access to records.	AC		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		
2.2.001	T2201	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		AV			

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2.2.002	T2202	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 + 1	2	FE + 3			
2.2.004	T2204	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.	3 MO		3 MO			
2.2.010	T2210	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 + 1	2	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

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2.2.011	T2211	BATCH DATA ENTRY CONTROL RECORDS Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC	AC	AC = When reconciliation confirmed.		
2.2.012	T2212	OUTPUT RECORDS FOR COMPUTER PRODUCTION Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV	AV	VITAL		
2.2.013	T2213	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	AC = No longer needed as an audit trail for any records modified.		

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2.2.014	T2214	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		AV	The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.015	T2215	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		AV	The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		
2.2.016	T2216	SOFTWARE REGISTRATIONS, WARRANTIES AND LICENSE AGREEMENTS	LA + 1	2	LA + 3	VITAL		

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	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 + 1	AC = Issue resolved.		
	T2218	BRIDGE RECORDS Client, contact and facility information for businesses or individuals licensed by TDA.	AC+6		AC+6	AC = Date that business/individual closes and/or no longer maintains a license with TDA.		
		Category 3: Personnel Records						
3.1.001	T3101	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.	1	1	2	29 CFR 1602.31		

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3.1.002	T3102	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 + 1	4	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.		
3.1.006	T3106	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 + 1	2	AC + 3	AC = Termination of counseling. CONFIDENTIAL		
3.1.011	T3111	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	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		

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3.1.012	T3112	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	1	1	2	29 CFR 1602.31.		
3.1.013	T3113	EMPLOYMENT CONTRACTS File includes, but not limited to, budget, bid proposals, special groups developed from contracted staff.	AC + 1	3	AC + 4	AC = Expiration or termination of the contract according to its terms. VITAL		
	T3113A	VOLUNTEERS Includes interns that sign a "Waiver of Liability" before working with TDA.	AC + 1	2	AC + 3	AC = End of event or employment with agency.		
3.1.014	T3114	EMPLOYMENT SELECTION RECORDS Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process.	1	1	2	29 CFR 1602.31 CAUTION: Does not include criminal history checks. SEE item number 3.1.026. VITAL		

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3.1.018	T3118	GRIEVANCE RECORDS Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 1	1	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		
3.1.019	T3119	PERFORMANCE APPRAISALS	AC + 1	4	AC + 5	AC = Termination of employment. 29 CFR 1620.32(c). Note: Retention period longer to be consistent with other records series in the employee master file. CONFIDENTIAL		

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3.1.020	T3120	<p>PERSONNEL CORRECTIVE ACTION DOCUMENTATION</p> <p>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.</p>	AC + 1	4	AC + 5	<p>AC = Termination of corrective action.</p> <p>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.</p> <p>CONFIDENTIAL</p>		
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3.1.021	T3121	<p>PERSONNEL DISCIPLINARY ACTION DOCUMENTATION</p> <p>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.</p>	AC + 1	4	AC + 5	<p>AC = Termination of employment.</p> <p>CONFIDENTIAL VITAL</p>		
3.1.022	T3122	<p>PERSONNEL INFORMATION OR ACTION FORMS</p> <p>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.</p>	AC + 1	4	AC + 5	<p>AC = Termination of employment.</p> <p>29 CFR 1602.31</p> <p>Note: Retention period longer to be consistent with other records series in the employee master file.</p>		

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3.1.023	T3123	POSITION/JOB DESCRIPTION Job descriptions, including all associated task or skill statements, for positions in TDA.	AC + 1	4	AC + 5	AC = Until superseded or job eliminated. 40 TAC 815.106(i). Note: Retention period longer to be consistent with other records series in the employee master file. VITAL		
3.1.024	T3124	PHYSICAL EXAMINATIONS/MEDICAL REPORTS Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC + 1	1	AC + 2	AC = Until superseded or termination of employment. CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014. CONFIDENTIAL		

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3.1.026	T3126	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	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 months		AC+6 months	AC = Close of Review. CONFIDENTIAL		
3.1.027	T3127	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 + 1	4	AC + 5	AC = Termination of employment.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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			Agency	Storage	Total	9. Remarks					

3.1.029	T3129	EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF Federal reporting form (INS I-9).	AC + 1		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. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2). CONFIDENTIAL VITAL		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total	9. Remarks		

3.1.031	T3131	EMPLOYEE BENEFITS - Other than Insurance TDA copies of information relating to the selection of available benefit options other than insurance.	AC + 1	1	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		
3.1.034	T3134	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		AV	SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.		
3.1.035	T3135	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 + 1	3	AC + 4	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. VITAL		

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3.1.036	T3136	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.	1	4	5	29 CFR 30.8(e).		
3.1.037	T3137	EMPLOYEE RECOGNITION RECORDS Awards, incentives, tenure, etc.	AC + 1	4	AC + 5	AC = Termination of employment.		
3.1.038	T3138	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		US	SEE item number 3.3.011. CONFIDENTAL VITAL		

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3.1.039	T3139	OMBUDSMAN RECORDS Consultation records, notes, letters, memos, emails, reports and other documentation.	AC		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 in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021. CONFIDENTIAL		
3.2.001	T3201	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 + 1	3	AC + 4	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. VITAL		
3.2.002	T3202	EMPLOYEE EARNING RECORDS	1	3	4	40 TAC 815.106(i). VITAL		

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3.2.003	T3203	FEDERAL TAX RECORDS Includes 1099, W2, FICA and other tax records.	AC + 1	3	AC + 4	AC = Tax due date, date the claim is filed, or date tax is paid whichever is later. 26 CFR 31.6001 - 1(e)(2). VITAL		
3.2.004	T3204	INCOME ADJUSTMENT AUTHORIZATIONS Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	1	1	2	29 CFR 516.6(c). VITAL		
3.2.005	T3205	W-4 FORMS Employer's copy of "Employees' Withholding Exemption Certificate."	AC + 1	3	AC + 4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1 (e)(2). VITAL		
3.2.006	T3206	WAGE RATE TABLES	1	1	2	29 CFR 516.6(a)(2).		
3.2.007	T3207	UNEMPLOYMENT COMPENSATION RECORDS	AC + 1	4	AC + 5			
3.2.008	T3208	DIRECT DEPOSIT APPLICATION/AUTHORIZATIONS	US		US	VITAL		

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			Agency	Storage	Total						

3.2.009	T3209	STATE DEFERRED COMPENSATION RECORDS	AC + 1	4	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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
						VITAL		
3.2.010	T3210	HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORTS Includes supporting documentation.	AC + 1	3	AC + 4	CONFIDENTIAL VITAL		
3.3.001	T3301	AFFIRMATIVE ACTION PLANS Affirmative action plans for both regular employees and apprenticeship programs.	1	4	5	29 CFR 30.8(e) for apprenticeship plans. CONFIDENTIAL		
3.3.004	T3304	BENEFIT PLANS Employee benefit plans such as pension; life, health, disability insurance, deferred compensation; etc., including amendments.	US + 1		US + 1	29 CFR 1627.3(b)(2).		

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3.3.010	T3310	LABOR STATISTICS REPORTS Reports providing statistical information on labor force.	1	2	3	CONFIDENTIAL		
3.3.011	T3311	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 + 1	74	AC + 75	AC = Termination of employment. VITAL SEE item number 3.1.038		
3.3.015	T3315	POSITIONS/JOB CLASSIFICATION REVIEW FILE Records relating to review and monitoring of job classifications within TDA.	US + 1	2	US + 3			
3.3.020	T3320	WORK SCHEDULES/ASSIGNMENTS Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1			
3.3.022	T3322	TEXAS WORKFORCE COMMISSION (TWC) REPORTS Reports to TDA from TWC or its predecessor pertaining to employees.	1	2	3			

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3.3.023	T3323	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 + 1	2	FE + 3				
3.3.024	T3324	PERSONNEL POLICIES AND PROCEDURES Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning TDA personnel.	US + 1	2	US + 3				
3.3.025	T3325	JOB PROCEDURE RECORDS Any documents detailing the procedural duties and responsibilities of TDA positions on a position-by-position basis.	US + 1	2	US + 3				

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3.3.026	T3326	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 + 1	2	US + 3			
3.3.027	T3327	APTITUDE AND SKILLS TESTS Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US + 1	1	US + 2	29 CFR 1602.31	CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	CONFIDENTIAL
3.3.028	T3328	APTITUDE AND SKILLS TESTS (Test Papers) - HIRED Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	AC + 1	4	AC + 5	AC = Termination of employment. 29 CFR 1602.31	Note: Retention period longer to be consistent with other records series in the employee master file.	CONFIDENTIAL

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3.3.028	T3328A	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.	1	1	2	29 CFR 1602.31 CONFIDENTIAL		
3.3.029	T3329	APTITUDE AND KILLS TESTS (Validation Records) Records of the validation of aptitude and skills tests.	AC + 1	1	AC + 2	29 CFR 1602.31 AC = As long as the test is used by an agency.		
3.3.030	T3330	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 + 1	1	US + 2	CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	T3331	EEO REPORTS AND SUPPORTING DOCUMENTATION Includes documentation used to complete EEO reports.	1	2	3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. CONFIDENTIAL		

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3.3.032	T3332	EQUAL PAY RECORDS Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	1	2	3	29 CFR 1620.32. CONFIDENTAL VITAL		
3.4.001	T3401	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 + 1	2	FE + 3			
3.4.002	T3402	LEAVE STATUS REPORTS Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 1	2	FE + 3	VITAL		
3.4.003	T3403	LESS THAN FULL-TIME WORKED REPORTS Dates and hours.	1	3	4	40 TAC 815.106(i).		
3.4.004	T3404	OVERTIME AUTHORIZATIONS	1	1	2			
3.4.005	T3405	OVERSTIME SCHEDULES	1	1	2			
3.4.006	T3406	TIME CARDS AND TIME SHEETS	1	3	4	40 TAC 815.106(i).		

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3.4.007	T3407	TIME OFF AND/OR SICK LEAVE REQUESTS	FE + 1	2	FE + 3			
3.4.008	T3408	SICK LEAVE POOL DOCUMENTATION Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 1	2	FE + 3			
Category 4: Fiscal Records								
4.1.001	T4101	ACCOUNTS PAYABLE INFORMATION	FE + 1	2	FE + 3			
4.1.002	T4102	BILLING DETAIL	FE + 1	2	FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.		
4.1.003	T4103	CANCELED CHECKS/STUBS/WARRANTS/DRAFTS	FE + 1	2	FE + 3			
4.1.004	T4104	ENCUMBRANCE DETAILS	FE + 1	2	FE + 3			
4.1.005	T4105	INVENTORY AND OTHER COST FILES Production, job, labor, quotes, pricing, specifications, etc.	FE + 1	2	FE + 3			
4.1.006	T4106	INVESTMENT TRANSACTION FILES	FE + 1	2	FE + 3			
4.1.007	T4107	TRANSFERS OR BUDGET REVISIONS Transfers or adjustment to budgets.	FE + 1	2	FE + 3			
4.1.008	T4108	ELECTRONIC FUND TRANSFERS Direct Deposit Registers.	FE + 1	2	FE + 3			

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4.2.001	T4201	CASH DEPOSIT VOUCHERS Cash deposit slips.	FE + 1	2	FE + 3				
4.2.002	T4202	CASH RECEIPTS Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 1	2	FE + 3				
4.2.003	T4203	DAILY CASH RECEIPTS LOGS	FE + 1	2	FE + 3				
4.2.004	T4204	ENCUMBRANCE VOUCHERS Orders, statements, change orders, etc.	FE + 1	2	FE + 3				
4.2.005	T4205	PURCHASE VOUCHERS Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 1	2	FE + 3				
4.2.006	T4206	GENERAL JOURNAL VOUCHERS	FE + 1	2	FE + 3				
4.2.007	T4207	EXPENDITURE VOUCHERS Travel, payroll, etc.	FE + 1	2	FE + 3				
4.3.001	T4301	SALES JOURNALS OR REGISTERS	FE + 1	2	FE + 3				
4.3.002	T4302	RECEIPTS JOURNALS OR REGISTERS	FE + 1	2	FE + 3				
4.3.003	T4303	EXPENDITURES JOURNALS OR REGISTERS	FE + 1	2	FE + 3				
4.4.001	T4401	GENERAL AND SUBSIDIARY LEDGERS	FE + 1	2	FE + 3		VITAL		
4.4.002	T4402	ACCOUNTS RECEIVABLE LEDGERS	FE + 1	2	FE + 3		VITAL		
4.4.003	T4403	ACCOUNTS PAYABLE LEDGERS	FE + 1	2	FE + 3				
4.4.004	T4404	EMPLOYEE SAVING BONDS LEDGERS	FE + 1	2	FE + 3		VITAL		

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4.5.001	T4501	WORKSHEETS FOR PREPARING FISCAL REPORTS	FE + 1	2	FE + 3			
4.5.002	T4502	INTERNAL FISCAL MANAGEMENT REPORTS Includes TDA monthly budget reports.	FE + 1	2	FE + 3			
4.5.003	T4503	ANNUAL FINANCIAL REPORTS Required by the General Appropriations Act (100 Day Report).	AC + 3	3	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.		
4.5.005	T4505	EXTERNAL FISCAL REPORTS Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 1	2	FE + 3			

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4.5.006	T4506	ANNUAL OPERATING BUDGETS Required by the General Appropriations Act.	FE + 1	2	FE + 3			
4.5.007	T4507	USAS REPORTS – DAILY	AC		AC	AC = Receipt and reconciliation of monthly report.		
4.5.008	T4508	USAS REPORTS - MONTHLY	AC		AC	AC = Receipt and reconciliation of annual report.		
4.5.009	T4509	USAS REPORTS - ANNUAL	FE + 1	2	FE + 3			
4.6.001	T4601	BALANCING REORDS	FE + 1	2	FE + 3			
4.6.002	T4602	RECONCILIATIONS	FE + 1	2	FE + 3			
4.6.003	T4603	CASH COUNTS	FE + 1	2	FE + 3			
4.7.001	T4701	ACCOUNTING POLICIES AND PROCEDURES MANUALS	US + 1	2	US + 3	VITAL		
4.7.002	T4702	BANK STATEMENTS	FE + 1	2	FE + 3			
4.7.003	T4703	RETURNED CHECKS/WARRANTS/DRAFTS UNCOLLECTABLE)	AC + 1	2	AC + 3	AC = After deemed uncollectable.		
4.7.004	T4704	CAPITAL ASSET RECORDS	LA + 1	2	LA + 3			
4.7.005	T4705	CLAIM FILES	AC + 1	2	AC + 3	AC = Resolution of claim. VITAL		
4.7.006	T4706	COMPTROLLER STATEMENTS	FE + 1	2	FE + 3			
4.7.007	T4707	DETAILS CHART OR ACCOUNTS One for all accounts in use for a fiscal year.	FE + 1	2	FE + 3			

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



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2. Agency Code	551	3. Agency Name							TEXAS DEPARTMENT OF AGRICULTURE		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks					

4.7.008	T4708	FEDERAL GRANT RECORDS	AC + 1	2	AC + 3	<p>AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).</p> <p>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.</p> <p>CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.</p> <p>VITAL</p>	12-551-075	
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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2. Agency Code	551	3. Agency Name							TEXAS DEPARTMENT OF AGRICULTURE		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total	9. Remarks					

	T4708A	STATE GRANTS	AC + 1	2	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.	1	1	2			
	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+3	7	AC+10	AC = Date received.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

	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.	1	PM	PM	A			
4.7.009	T4709	FIXED ASSET SEQUENTIAL NUMBER LOGS	US + 1	2	US + 3				
4.7.010	T4710	LONG-TERM LIABILITY RECORDS Bonds, Loans, etc.	AC + 1	2	AC + 3		AC = Retirement of debt. VITAL		
4.7.011	T4711	TEXAS BUILDING AND PROCUREMENT COMMISSION STATEMENTS (TBPC) Charge or bill statements received by TDA from the TBPC for services provided.	FE + 1	2	FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

4.7.012	T4712	<p>Signature Authorizations Signature cards or similar records establishing authority of TDA employee to initiate or authorize financial transactions on behalf of TDA.</p>	US + FE + 1	2	US + FE + 3				
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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			Agency	Storage	Total	9. Remarks			

		Category 5: Support Services Records							
5.1.001	T5101	CONTRACTS AND LEASES Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC + 1	3	AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs. VITAL		
	T5101A	MEMORANDUMS OF UNDERSTANDING This is to be used for agreements between TDA and other entities to accomplish projects and/or services.	AC + 1	3	AC + 4		AC = Expiration or termination of the memorandum.		
5.1.003	T5103	Delivery Reports	1	1	2				
5.1.004	T5104	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		US				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

5.1.005	T5105	POSTAGE RECORDS Records and reports of postage expenses, including postal meter usage.	FE + 1	2	FE + 3			
5.1.007	T5107	REQUISITIONS FOR IN-AGENCY OR INTER-AGENCY COPY/PRINTING SERVICE Includes word processing and data processing.	AV		AV			
5.1.010	T5110	LICENSES AND PERMITS FOR NON-VEHICLES Used for Computer Application Licenses, etc. Does not include licenses and permits issued by TDA as part of its legislative mandate.	AC + 1	1	AC + 2	AC = Expiration or termination of license or permit.	VITAL	
5.1.011	T5111	PHOTOCOPIER USE LOGS & REPORTS	AV		AV			
5.1.012	T5112	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 + 1	2	US + 3			
5.1.013	T5113	INSURANCE POLICIES For vehicles, equipment, etc.	AC + 1	3	AC + 4	AC = Expiration or termination of the policy according to its terms.	VITAL	

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

5.1.014	T5114	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		US + 1				
5.1.015	T5115	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.	1		1				
5.1.017	T5117	CONTRACT LOG List of TDA contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 1	2	FE + 3				
5.2.001	T5201	APPRAISALS-BUILDING OR PROPERTY	AV		AV	R	VITAL		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

5.2.002	T5202	BUILDING CONSTRUCTION PROJECT FILES Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC + 1	9	AC + 10	R	AC = Completion of project. SEE ALSO item numbers 5.2.003 & 5.2.028. VITAL		
5.2.003	T5203	BUILDING PLANS AND SPECIFICATIONS Includes architectural and engineering drawings, profiles, and blueprints.	State Owned: LA Leased: AC+1	Leased 1	State owned: LA Leased: AC+2	R	AC = For leased buildings, termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028. ARCHIVES NOTE: Archival review designation is for state-owned buildings only. VITAL		
5.2.004	T5204	BUILDING SPACE REQUESTS	1		1				
5.2.005	T5205	CALIBRATION RECORDS (Equipment or Instrument)	5	10	15		Note: TDA determined these records are needed five years beyond the 10-year federal retention period.		
5.2.006	T5206	PROPERTY DESTRUCTION, CERTIFICATES OF	FE + 1	2	FE + 3				
5.2.007	T5207	DAMAGE REPORTS Reports of damage to state property.	FE + 1	2	FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA – Life of Asset MO – Months	



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			Agency	Storage	Total	9. Remarks					

5.2.008	T5208	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 + 1	2	LA + 3				
5.2.009	T5209	EQUIPMENT INVENTORY DETAIL REPORT FORMS Updates TDA portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 1	2	FE + 3				
5.2.010	T5210	EQUIPMENT MANUALS	LA		LA				
5.2.011	T5211	EQUIPMENT WARRANTIES	AC + 1		AC + 1		AC = Expiration of warranty.		
5.2.012	T5212	ESTIMATE FILES (Supply and Repair Cost Estimates)	1		1				
5.2.014	T5214	INVENTORY – ANNUAL PHYSICAL Properties, equipment, supply verification.	FE + 1	2	FE + 3				
5.2.015	T5215	INVENTORY, NOTICES OF EQUIPMENT REMOVED FROM	FE + 1	2	FE + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

5.2.016	T5216	INVENTORY SYSTEM UPDATE LISTINGS Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC	AC = Transfer of information into annual listing.		
5.2.017	T5217	LOST & STOLEN PROPERTY REPORTS	FE + 1	2	FE + 3			
5.2.018	T5218	QUALITY CONTROL REPORTS	1	1	2			
5.2.019	T5219	SERVICE ORDERS TDA copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1			
5.2.020	T5220	SUPPLY USAGE RECORDS	FE + 1		FE + 1			
5.2.021	T5221	SURPLUS PROPERTY SALE REPORTS	FE + 1	2	FE + 3			
5.2.022	T5222	UTILITY USAGE REPORTS	AV		AV			
5.2.023	T5223	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 + 1	2	FE + 3			

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

5.2.024	T5224	MATERIAL SPECIFICATIONS	AC + 1	1	AC + 2	AC = Material is not longer in the agency.		
5.2.025	T5225	EQUIPMENT DESCRIPTIONS AND SPECIFICATIONS Set by TDA.	AC + 1	1	AC + 2	AC = Equipment is no longer in the agency.		
5.2.026	T5226	FACILITIES RESERVATION LOGS Reservation logs or similar records relating to the use of TDA facilities such as meeting rooms, auditoriums, etc.	1	1	2			
5.2.027	T5227	SPACE UTILIZATION REPORTS	AV		AV			
5.2.028	T5228	BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS Building construction contracts, surety bonds, and inspection records.	LA + 1	9	LA + 10	R SEE ALSO item numbers 5.2.002 and 5.2.003. VITAL		
5.3.002	T5302	FREIGHT BILLS PAID	FE + 1	2	FE + 3			
5.3.003	T5303	FREIGHT CLAIMS	AC + 1	1	AC + 2	AC = Resolution of claim.		
5.3.004	T5304	ORDER-ACKNOWLEDGMENTS	AV		AV			
5.3.005	T5305	PACKING SLIPS	AV		AV			

Retention Codes (Field 7)	Archival Codes (Field 8)
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5.3.007	T5307	BID DOCUMENTATION Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE + 1	2	FE + 3	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.		
5.3.008	T5308	PURCHASING LOGS Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 1	2	FE + 3			
5.3.009	T5309	REQUESTS FOR INFORMATION Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC	AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
5.4.001	T5401	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 + 1	4	CE + 5	29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. VTIAL		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	T5401A	VEHICLE ACCIDENT RECORDS Records include, but not limited to, police reports, photos, witness statements, insurance documentation of other parties involved.	AC + 1	2	AC + 3	AC = After closed, settled retention set by agency practices.		
5.4.002	T5402	EVACUATION PLANS Plans for evacuation of TDA facilities in cases of emergency.	US		US			
5.4.003	T5403	INSPECTION RECORDS Fire, safety, and other inspection records of TDA facilities and equipment.	AC + 1	2	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.		
5.4.004	T5404	FIRE ORDERS Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 1	2	AC + 3	AC = Deficiency corrected.		
5.4.007	T5407	HAZARDOUS MATERIALS TRAINING RECORDS Records of training given employees in the TDA hazard communications program.	1	4	5	Texas Health and Safety Code, 502.009(g).		

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5.4.008	T5408	HAZARD COMMUNICATION PLANS	US + 1	4	US + 5	Texas Health and Safety Code, 502.009(g). VITAL		
	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.	1	2	3	40 CFR 262-263 30 TAC 335.13		
5.4.009	T5409	WORKPLACE CHEMICAL LISTS Includes TDA lists and lists filed with TDA under the Texas Agricultural Hazard Communication Act.	1	29	30	Texas Health and Safety Code, 502.005(d). TX AG Code 125.005.		
5.4.010	T5410	MATERIAL SAFETY DATA SHEETS	AC		AC	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		
5.4.011	T5411	VISITOR CONTROL REGISTERS Logs, registers, or similar records documenting visitors to limited access or restricted areas of TDA facilities.	1	2	3			

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total	9. Remarks			

5.4.012	T5412	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 + 1	1	AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever is sooner. VITAL CONFIDENTIAL		
5.4.013	T5413	DISASTER PREPAREDNESS AND RECOVERY PLANS	US		US	VITAL		
5.5.001	T5501	BILLING DETAIL- Telecommunications (Other Than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 1	2	FE + 3	SEE item number 5.5.006 for TEX-AN billing detail.		
5.5.002	T5502	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		AV			
5.5.003	T5503	STATION ACTIVITY REPORTS Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV			

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			Agency	Storage	Total	9. Remarks			

5.5.004	T5504	SYSTEM ACTIVITY REPORTS Internal listing of all incoming/outgoing TDA telephone activity.	AV		AV			
5.5.006	T5506	BILLING DETAIL - Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 1	2	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.		
5.5.007	T5507	DISPUTED CALL DOCUMENTATION Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE + 1	2	FE + 3			
5.6.003	T5603	INSPECTION REPAIR AND MAINTENANCE RECORDS - VEHICLES	LA + 1		LA + 1			
5.6.004	T5604	LICENSE AND DRIVING RECORD CHECKS	AC		AC	AC = Until superseded or until termination of employment.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

5.6.005	T5605	VEHICLE USE REPORTS Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE +1	2	FE + 3			
5.6.007	T5607	VEHICLE TITLES & REGISTRATIONS	LA		LA	VITAL		
5.6.009	T5609	PARKING PERMITS OR ASSIGNEMENTS	US		US			
		Category 6: Program Records						

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

4.	5.	6.	7.			8.		10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival		106 No.	TSLAC ONLY Amend. No.
		Regulatory							
	T6100	SEED ARBITRATION COMPLAINT	AC+1	2	AC+3	AC = Final disposition of the complaint. TX AG Code ch64. 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			
	T6101	REPORT OF BOARD	AC + 1	PM	PM	A AC = The final approval and report released by the "Board."			
	T6102	SEED & PLANT LICENSE RECORDS Includes Plant Breeder, Grower's Seed and Conditioning Plant Licenses.	CE + 5	PM	PM	CE = To begin lifecycle at the end of the year the license was issued. TX AG Code 62.006, 62.005, & 62.008. VITAL			
	T6103	WINTER GROW-OUT TEST Records include Hybrid Sorghum and Hybrid Sunflower tests.	7		7	CONFIDENTIAL VITAL			

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	T6104	SEED & PLANT BOARD RECORDS	CE + 5	PM	PM	CONFIDENTIAL VITAL		
	T6105	CERTIFIED GROWER RECORDS Includes field inspection & Pre-plant applications, conditioning plant inspections and audits and certification labels (tag requests).	AV		AV	4 TAC 10.5, 10.24, 10.8, & 10.10. TX AG Code 62.008. VITAL		
	T6106	SEED QUALITY REPORTING SYSTEM Records related to the reporting system. Includes reporting system audits, licenses and documents.	AV		AV	TX AG Code 61.011. VITAL		
	T6107	SEED FEE TAG RECORDS	FE + 1	2	FE + 3	TX AG Code 61.011. VITAL		
	T6108	VEGETABLE SEED FILES Includes the license and documentation.	FE + 1	2	FE + 3	TX AG code 61.013. VITAL		
	T6109	SEED SAMPLE LAB TEST FILES Includes tests conducted on both agricultural seed and vegetable seed.	FE + 1	2	FE + 3	VITAL		
	T6110	ORGANIC CERTIFICATION FILES Include supporting documents and certifications on certifying agents, distributors, processors, producers and retailers.	CE + 1	9	CE+10	Federal Organic Foods Production Act of 1990, Section 6515 (c)(1). VITAL		

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			Agency	Storage	Total						

T6111	BIOTECHNOLOGY - CONFIDENTIAL BUSINESS INFORMATION Includes applications & permits issued by USDA, and listings of regional restrictions for at risk counties.	AC + 1	1	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 + 1	1	US + 2	VITAL		
T6113	WEIGHTS & MEASURES LICENSE RECORDS Supporting documents and licenses related to License Service Companies and Technicians.	AC + 1	5	AC + 6	TX AG Code 13.1151 & 4TAC 2.11. AC = Expiration of license. VITAL		
T6114	AQUACULTURE LICENSE Includes Aquaculture Facility and Fish Farm Vehicle Licenses and related documents.	AC + 1	5	AC + 6	TX AG Code 134.015 & 134.012. AC = Expiration of license. VITAL		

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	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 + 1	2	CE + 3	4TAC ch19 Subchapter P. 4TAC ch21 Subchapter A. 4TAC ch21.36 (a). TX AG Code 94.011(a) & 94.031(a). VITAL		
	T6116	CITRUS ROOT WEEVIL FILES Files include data collection of pest infestations and management for entire state.	FE + 1	2	FE + 3	A 4TAC ch19 Subchapter P. VITAL		
	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 + 1	2	FE + 3	TX AG Code ch12, 71, 72, 73, 121 7CFR ch III. 4TAC ch19, 21, & 23 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.		
	T6117A	COMPLIANCE AGREEMENT – PHYTOSANITARY CERTIFICATE INCIDENT RECORDS	AC + 1	PM	PM	R AC = After investigation is completed. 7CFR 353.7.		

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	T6118	QUARANTINE SURVEY REPORTS Data collection on plant quarantines statewide. Includes but not limited to, Imported Fire Ants, Gypsy Moth, and Karnal Bunt.	FE + 1	2	FE + 3	A	4TAC ch19, 21 & 71. VITAL		
	T6119	LICENSING OF MARKETING ASSOCIATION RECORDS (CO-OPS) Includes cooperative annual reports, file memorandum, public hearing registration.	FE + 1	1	FE + 2		TX AG Code 52.151(c). 4TAC 4.3(c). VITAL		
	T6120	COTTON PEST MANAGEMENT RECORDS Includes but not limited to inspections; investigation reports; non-commercial cotton permits and compliance agreements	CE + 1	2	CE + 3		4TAC ch20.16 (c) (2). 4TAC ch20. VITAL		
	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+1	1	FE+2		TX AG Code 132.022, 132.024 & 132.061. TAC Chapter 15; 15.11		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

	T6122	GRAIN WAREHOUSE FILES Files include but not limited to applications, licenses, renewals, inspections, audits, investigation documentation, claims and corresponding documents as it is required by law.	AC + 1	5	AC + 6	7CFR 800.145 – 153. TX AG Code 14.023(b) & 14.059(b). AC = After Expired or Terminated due to close of business or violations. VITAL		
	T6122A	GRAIN WAREHOUSE CAPACITY CHARTS AND MAPS	AC + 1	5	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 documents related to licenses issued to General producers and cash dealers and related to the Agriculture Protective Act (APA).	AC + 1	5	AC + 6	TX AG Code 101.008(a). AC = After claim has been settled. VITAL		
	T6124	NEMATOLOGY RECORDS Records include disease analysis, sample collection report.	FE + 1	6	FE + 7	4TAC 19.2.		

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	T6125	NURSERY FLORAL RECORDS Records include Nursery Floral Registration and Rose Grading Certifications, inspections and related documents.	AC + 1	5	AC + 6	4TAC 22.2(b). TX AG Code 71.043, 121.004(b) & 121.006. AC = After expired or terminated due to close of business or violations. VITAL		
	T6126	PIECE RATE CROP SURVEY	FE + 1	1	FE + 2	TX Labor Code 62.111.		
	T6127	WEIGHTS & MEASURES RECORDS Include, but not limited to certificates, licenses, inspections and related information on devices, packages, public weighers, scales and scanner (price verifications).	AC + 1	5	AC + 6	TAC 12.11(e) & 5.5. TX AG Code 13.252(b), 13.403(b), 13.101(a) & (c) & 13.1011(a). AC = After expired or terminated due to close of business or violations.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks					

	T6128	EGG LICENSE RECORDS Application, Licenses and Renewals for brokers, dealers/wholesalers and processors	AC+1	5	AC+6	TX AG Code 132.022, 132.024 & 132.061. AC = After expired or terminated due to close of business or violations.		
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Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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			Agency	Storage	Total	9. Remarks					

	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+1	4	CE+5		7 CFR 205.510(b). VITAL		
	T6130	FUEL QUALITY REGISTRATION Includes but not limited to application and registration records for distributors or suppliers.	AC+1	5	AC+6		AC = Yearly expiration.		
	T6131	FUEL QUALITY RECORDS Includes but not limited to inspection, photos, narrative, delivery record, sales records, lab analysis, written statements and analyzer tickets.	FE+1	5	FE+6				

Retention Codes (Field 7)	Archival Codes (Field 8)
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		Food & Nutrition							
	T6200	SCHOOL FOOD AUTHORITY AGREEMENT FILES Records include but not limited to SL/SBP application, policy statement, written agreement with TDA and all amendments made.	AC + 1	2	AC + 3	Select the appropriate AC for the record disposition. AC = The final contract renewal period has expired or final payment is recorded, whichever is later. AC = Policy statements replaced by new policy statements submitted by School Food Authorities. 7CFR 210.9(b) (17) & 210.23. VITAL			
	T6200 A	FOOD AND NUTRITION SERVICE AGREEMENTS These records are for food distribution programs, such as Child and Adult Care, Food Distribution, Summer Food Service, Special Milk, Texas Commodity Assistance Programs, etc.	AC + 1	2	AC + 3	AC = Disqualified or terminated. 7CFR 215, 220, 225, 226, 247 VITAL			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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	T6201	ADMINISTRATIVE REVIEW Records related to reviews conducted by TDA and USDA. Includes but not limited to Compliance Monitoring reviews, School Meal Initiative reviews, review selection records, cycles, ISD prep-work, and mock reviews.	US+1	4	US + 5	7CFR 210.18, 210.23, 215, 220, 225, 226, 247.		
	T6201A	ADMINISTRATIVE REVIEW-(Working Papers) Includes but is not limited to reviewer notes and working papers.	AC+1	2	AC+3	AC = Date of submission of the final financial status report for the fiscal year. 7 CFR 210.23(c)		
	T6202	FOOD SERVICE MANAGEMENT COMPANY (FSMC) RECORDS Files include but not limited to contracts, correspondence, pending files, certifications and procurement data.	AC + 1	4	AC + 5	AC = The final contract renewal period has expired or final payment is recorded, whichever is later. Not to exceed four renewals after initial contract. 7CFR 210.16, 210.23, 215, 220, 225, 226, 247.		A2
	T6203	REIMBURSEMENT RECORDS Includes Letter of Credit, requests for funds, claims and/or authorized advances.	AC + 1	2	AC + 3	AC = Date of submission of the final financial status report for the fiscal year. 7CFR 210.8, 210.23, 226.9, 247.27, 215, 220 VITAL		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	T6205	FOOD NUTRITION SERVICE (FNS) REPORTS Reports submitted to FNS on a monthly, quarterly basis or otherwise specified. Includes but not limited to SF-269, FNS-10, FNS-13 State Matching and CRE Data Reports and FNS 640, FNS 153 Commodity Supplemental Program. This series covers all reports submitted to USDA FNS.	FE + 1	2	FE + 3	7CFR 210.20 & 210.23. 7CFR 250		
	T6206	CHILD NUTRITION PROGRAM INFORMATION MANAGEMENT SYSTEM RECORDS (CNPIMS)	AC + 6		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 + 1	4	AC + 5	AC = After school district is no longer on Provision 2.		
	T6208	NATIONAL DISQUALIFIED LIST (NDL) FILES These are files of contracted institutions, which owe funds to TDA and/or have a serious infraction of program regulations (non-compliant). TDA may not enter into	AC + 1	2	AC + 3	AC = When contractor pays in full the dept owed to TDA and/or the corrective action plan is approved and accepted by TDA and confirmed by USDA FNS. 7CFR 226		

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		an agreement with an institution that is on this list.					Child and Adult Care Food Program (CACFP) Policy Memo # 01-2007 VITAL		
	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			US	7CFR 226 Child and Adult Care Food Program (CACFP) Policy Memo # 01-2007 VITAL		
	T6209	NDL STAFFING RECORDS Records include, but not limited to meeting notes, contractor information, incidents, reviews, correspondence, directions and decision on how and if to proceed with action.	AC + 1	2		AC + 3	7CFR 226 AC = Upon decision and directions of how and if to proceed with action. CONFIDENTIAL		
	T6210	COMMODITY DISTRIBUTION CONTRACT FILES Files include updated pertinent information on contractors and reports that demonstrate	FE + 1	2		FE + 3	7 CFR 250.12(c)(2). NOTE: Contracts expire every fiscal year.		A2

Retention Codes (Field 7)						Archival Codes (Field 8)				
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		all donated food has been accounted for.							
	T6212	FOOD PROCESSOR REVIEW FILES Monthly processor performance reports.	AC + 1	2	AC + 3		AC = Results ended in compliance or all corrective plans have been met. 7CFR 250.19(b)(iii)		
	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 + 1	2	FE + 3		7 CFR 250.16(a)(ii)		
	T6214	COMMODITY REQUISITIONS AND RECEIPTS Tracking of commodity orders TDA places with USDA.	FE + 1	2	FE + 3				A2

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	T6215	WAREHOUSE & FOOD BANK CONTRACTS Contracts are in effect for no longer than one year, to extend up to four-year period. Entity must update all pertinent information & demonstrate that all donated food has been accounted for before renewal of contract.	AC + 1	4	AC + 5	AC = Terminated or expired. 7CFR 250.14(7)(d)		A2
	T6216	WAREHOUSE/STORAGE FACILITY REVIEW RECORDS	AC + 1	2	AC + 3	AC = Results ended in compliance or all corrective plans have been met. 7CFR 250.14(7)(c)		A2

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	T6217	FOOD NUTRITION PROGRAMS CONTRACT FILES Contracts include, but not limited to: 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. These files may also be called case files, binders, notebooks or program files. These records may include, but not limited to a copy of the Administrative Permanent Agreement, applications, reviews, audits, correspondence, renewals, corrective actions, certificate of authority.	AC + 1	2	AC + 3		7CFR 215, 220, 225, 226, 247 AC = Date of submission of the final financial status report for the fiscal year.		A2
	T6218	WAIVER REQUESTS State and federal waivers regarding participation in Summer Nutrition Programs.	AC + 1	2	AC + 3		AC = Date of submission of the final financial status report for the fiscal year. 7CFR 225		

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	T6219	USDA OIG REFERRAL RECORDS Files on Contractors that have been referred to USDA OIG for further investigation.	AC + 1	2	AC + 3		AC = Upon USDA OIG decision and action.		
		Pesticides							
	T6300	PESTICIDE LABORATORY PROCEDURE RECORDS All related records regarding the daily procedures performed in the lab that may be under document control.	US + 3	PM	PM	A	40 CFR 160.81. TDA Pesticide Methods and SOP are permanent. VITAL		
	T6301	PESTICIDE LABORATORY/USDA DOCUMENTATION Records related to the Pesticide Data Program. Includes PDP samples.	2		2		Note: Retention requirements are fulfilled when records are transferred to USDA after retention period has been met. CONFIDENTIAL VITAL		

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	T6302	PESTICIDE LABORATORY REPORTS/CHROMATOGRAPHY REPORTS Included, but not limited to, records related to EPA Cooperative Agreement (complaint reports), Structural Pesticide Board, Organic Certification and Fire Ant Compliance.	AC + 1	4	AC + 5	TX AG Code 76.006(b)1 AC = Results of report. VITAL		
	T6303	COMMERCIAL & NON-COMMERCIAL APPLICATOR FILES Includes, but not limited to, applications, renewal and test documentation for Commercial and Non-Commercial pesticide and structural pest control applicators, including Technicians.	AC + 1	5	AC + 6	4TAC ch7. AC = Expiration of license. VITAL		
	T6304	PRIVATE & PRIVATE-CERTIFIED APPLICATOR FILES Includes, but not limited to, applications, renewal and test documentation for Private & Private-Certified pesticide applicators.	AC + 1	5	AC + 6	4TAC ch7. AC = Expiration of license. VITAL		

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	T6305	HERBICIDE SPRAYING PERMIT	AC + 1	1	AC + 2	4TAC 7.50. AC = Expiration of permit. VITAL		
	T6306	PESTICIDE DEALER LICENSING RECORDS To include applications and renewals.	AC + 1	5	AC + 6	TX AG Code 76.072. 4TAC 7.20(c). AC = Expiration of license. VITAL		
	T6307	PESTICIDES & STRUCTURAL PEST CONTROL APPLICATOR BUSINESS RECORDS Includes Pesticides License decal and registration information and Structural Pest Control business licenses information: includes but not limited to application, liability insurance information.	AC + 1	5	AC + 6	TX AG Code 76.115(c). 4TAC 7.35(a) & (c). TX Occupations Code 1951.301 AC = Expiration of license. VITAL		
	T6308	CERTIFIED BURN MANAGER RECORDS Includes application, renewals, fee data, insurance documentation, and CEU training records.	CE + 1	4	CE + 5	4TAC 227.7. VITAL		

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	T6309	LEAD BURN INSTRUCTOR RECORDS Includes application and renewal.	CE + 1	4	CE + 5	A	4TAC227.7. VITAL		
	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.	CE+1	PM	PM	A	4TAC 7.14(c) & 7.10(c). TX AG Code 76.043(a). VITAL		
	T6311	WORKER PROTECTION TRAINING RECORDS Includes WPS verification training cards, Train-the-Trainer and Worker & Handler Safety training rosters.	CE + 1	4	CE + 5		4TAC 7.36(a). 40 CFR pt. 170. VITAL		
	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 + 1	3	CE + 4				
	T6313	CEU COURSE CURRICULUM – NOT APPROVED	CE + 1		CE + 1				

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	T6314	CEU TRAINING ROSTER This series is available to other divisions and programs in TDA; however, it will include but not limited to Pesticides and Structural Pest Control.	CE + 1	5	CE + 6	Texas Occupational Code 1951.352		
	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		US + 2	Texas Ag Code 76.110(a). Occupational Code 1951		
	T6316	LABORATORY CHEMICAL STANDARDS	AC + 1	4	AC + 5	AC = Date the chemicals are expired, consumed or disposed. PDP-STD-03 (USDA Pesticide Data Program SOP requirements) VITAL		
	T6317	CHEMICAL SAMPLE LOGBOOKS	US + 1	1	US + 2	PDP-STD-04 (USDA Pesticide Data Program SOP requirements) VITAL		

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	T6318	USE OBSERVATIONS Inspections conducted on certified Structural Pest Control Applicators while they apply herbicides, fumigations, etc. TDA Inspectors observe the application process.	AC+1	4	AC+5	AC = Inspection completed. TX Occupations Code 1951.207		
	T6319	ESTABLISHMENT INSPECTIONS Inspections conducted at establishments, where Commercial Business 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+1	4	AC+5	AC = Inspection completed. TX Occupations Code 1951.459 & 1951.212(g)		
	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+1	4	AC+5	AC = Inspection completed. TX Occupations Code 1951.210		

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	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		US	TX Occupations Code 1951.212		
	T6322	APPRENTICESHIP RECORDS Records include but not limited to application.	AC+1	1	AC+2	AC = Expiration of apprenticeship.		
	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 + 1	2	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+1	1	FE+2	4 TAC 7.32		
		Food and Fiber						
	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 + 1	1	AC + 2	AC = Date the research program plan proposal is approved. 4TAC1.927. Note: For Proposals not approved see T4708B.		
	T6401	RESEARCH PROGRAM DEVELOPMENT RECORDS Records relating to research project issues.	AC + 1	1	AC + 2	AC = Resolution of issue(s). Retention set per agency practice.		

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