



October 17, 2013
Mr. Freddy Garcia
Purchaser
Texas Animal Health Commission
2105 Kramer Lane
Austin, TX 78758

RE: Agency records retention schedule approved for use

Dear Mr. Garcia:

Your agency's records retention schedule is approved for use as of October 15, 2013. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **October 2016**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or badams@tsl.state.tx.us.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Dee Ellis, D.V.M.

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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

*Interim
Director and Librarian*
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.554/554



Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 554
Agency Name Texas Animal Health
Commission

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature 
Name *(Print or type)* Freddy Garcia
Date December 19, 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 
Name *(Print or type)* Donna Osborne
Date 10/15/13

Cert/Recert No. 7 Amendment No. _____

CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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			
1.1.002	105	Audits Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC+7		AC + 7	AC= Publication or release of final audit findings. NOTE: The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency. Texas Animal Health Commission's (TAHC) record copy with General Counsel.		
1.1.004	100	Legislative Appropriation Requests Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC+2	4	AC + 6 A	AC = September 1 of odd-numbered calendar years. AKA Legislative Appropriations Request; TAHC's record copy is in Financial Services.	96-554-030	
1.1.006	117	Complaint Records Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC+2		AC+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.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total		9. Remarks		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title								
1.1.007	102	Correspondence - Administrative Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.			CE+4		CE+4	R	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 in this schedule. For example: a memoranda 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. TAHC's record copy is with the originator.	
1.1.008	103	Correspondence - General Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.			CE+2		CE+2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010. TAHC's record copy is with the originator.	
1.1.010	101	Directives Any document that officially initiates, rescinds, or amends general office procedures.			US+1		US+1		TAHC's record copy is with the originator.	
1.1.011	110	Executive Orders Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.			US+3		US+3	A	TAHC's record copy is with the Executive Assistant.	

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 3 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
1.1.013	140	Calendars, Appointment and Itinerary Records Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE + 1		CE + 1	R	Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.		
1.1.014	138	Legal Opinions and Advice From agency General Counsel or the Office of the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048.		
1.1.019	111	Public Relations Records News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	CE+2		CE+2	R	TAHC's record copy is with Public Information Officer.		
1.1.020	118	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 of approval of request. CAUTION: Includes all correspondence and documentation relating to requests for records that are furnished to the public. TAHC's record copy is with the General Counsel.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 4 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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	119	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+2		AC+2	AC= Date of denial of request. CAUTION: Includes all correspondence and documentation relating to requests for records that are denied under exceptions to the Public Information Act (Chapter 522, Government Code). TAHC's record copy is with the General Counsel.		
1.1.023	128	Organization Charts	US		US	A TAHC's record copy is with the Human Resources Director.		
1.1.026	115	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. TAHC's record copy is with the General Counsel for rules that go through the legal process (Administration Code) and with records administrator for internal policies/rules approved by the executive staff and Executive Director.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 5 of 66

2. Agency Code	554	3. Agency Name	TEXAS ANIMAL HEALTH COMMISSION				
----------------	-----	----------------	--------------------------------	--	--	--	--

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		

1.1.040	141	Speeches, Papers and Presentations Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC+1		AC+1	R	AC = End of term in office or termination of service in a state position.	
1.1.043	120	Training Materials Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US+1		US+1		TAHC's record copy is with the employee who conducted the training.	
1.1.048	121	Litigation Files Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1		AC+1	R	AC= As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of 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. TAHC's record copy is with the General Counsel.	
1.1.055	122	Strategic Plans Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code.	AC+1	5	AC+6	A	AC= September 1 of odd-numbered calendar years. 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 (TSLAC). TAHC's record copy is with the Deputy Director for Administration and Finance.	

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 6 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			
• 1.1.057	129	Transitory Information Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	AC		AC	AC = Purpose of record has been fulfilled. CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 7 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			
1.1.058	104	Meeting Agenda and Minutes Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM		PM	A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 8 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10.	11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks	106 No.	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title							
1.1.060	123	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 = Approval of the formal minutes by the governing body. 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 in writing. TAHC's record copy is with Executive Assistant for the Executive Director and General Counsel.		
1.1.061	130	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. TAHC's record copy is with the Records Administrator.		
1.1.062	131	Meetings - Supporting Documentation Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2		2 A	SEE caution comment at item number 1.1.058.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 9 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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			
1.1.063	132	Staff Meeting Minutes and Notes Minutes or notes, and supporting documentation taken at internal agency staff meetings.	AC+1		AC+1	AC= Purpose of record (minutes/notes) has been fulfilled. These minutes include but are not limited to: Emergency Management Team (EMT), Administration, Animal Health Programs (AHP), Information Resource Steering Committee (IRSC), and Emergency Management Steering Committee (EMSC).		
1.1.064	124	Agency Performance Measures Documentation Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		FE+3	CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. TAHC's record copy is with the Program Statistics Coordinator.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 10 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total		9. Remarks				
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
•1.1.067	142	Reports and Studies (Non-Fiscal) Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.		3		3	R	If report has historical relevance, do not destroy report but send it to the State Archivist at the end of the retention period.				
1.1.068	116	Reports on Performance Measures Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.		AC+2	4	AC + 6		AKA Reports - Reports on Performance Measures AC= September 1 of odd-numbered calendar years. Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices. TAHC's record copy is with the Program Statistics Coordinator.				
1.1.070	114	Agency Rules, Policies, and Procedures – Final Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.		AC+3		AC+3	R	AC = Completion or termination of program, rules, policies or procedures. SEE ALSO: Agency Rules, Policies and Procedures – Working Files, item number 1.1.071.				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 11 of 66

2. Agency Code		3. Agency Name									
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.		
			Agency	Storage	Total						
1.1.071	133	Agency Rules, Policies, and Procedures- Working Files Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	R	AC = Completion or termination of program, rules, policies or procedures. See also item number 1.1.070.				
• 1.1.072	134	Public Information Reports Reports made to the Office of the Attorney General on an agency's Public Information Act activities	AC+2		AC+2		AC = Upon submission to the AG Office. TAHC's records copy is with the General Counsel.				
1.1.073	135	Administrative Hearings Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC+3		AC+3	R	AC = Last action. TAHC's records copy is kept in Human Resource.				
1.1.074	136	Sunset Review Report and Documentation	AC+3		AC+3	R	AC = After the subsequent Sunset Review. TAHC's records copy is with the General Counsel.				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 12 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
1.1.075	137	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 a state agency participated as a party on the agency's behalf.	AC+4		AC+4	AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071. TAHC's records copy is kept in Human Resource.				
1.2.001	125	Destruction Authorizations Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3		FE+3	TAHC's record copy is with the Records Administrator but it is the responsibility of the employee to complete a TAHC Form 98-38 requesting authorization to destroy.				
1.2.004	106	Forms Inventory Any periodic listing of all forms used internally or externally by an agency.	US		US	TAHC's record copy is with the Forms Administrator.				
1.2.005	107	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	AKA Records Retention Schedule (SLR 105). TAHC's record copy is with the Records Administrator.				

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			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 66

2. Agency Code		3. Agency Name									
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.		
			Agency	Storage	Total						
1.2.006	108	Records Transmittal Forms Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+2	AKA Records Transmittal Form (RMD 101) 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 administrator. TAHC's record copy is with the Records Administrator.					
1.2.008	109	Request for Authority to Dispose of State Records (RMD 102) Agency copy.	FE+3		FE+3	NOTE: TAHC's record copy is with the Records Administrator.					
1.2.010	112	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	FE+10		FE+10	NOTE: Logs must show records series title, dates of records, and date destroyed or transferred. TAHC's record copy is with the Records Administrator.					
1.2.011	126	Record Center Storage Approval Forms (RMD 106) Agency copy.	US		US	TAHC's record copy is with the Records Administrator.					
1.2.015	127	Disaster Recovery Service Transmittals (RMD 109) Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1	TAHC's record copy is with the Records Administrator.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			
• 1.3.001	113	<p>State Publications One copy of each state publication as defined on page xi of the introduction of this schedule, 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+2		AC+2	<p>AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC 3.1-3.16). TAHC's record copy is with the originator of the publication.</p>			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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		
1.3.002	139	Publication Development Files Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R	TAHC record copies are in the Public Information Office (PIO).		

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	R – Review by State Archivist	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 16 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

2.1.001	206	<p>Processing Files Machine-readable files used in the creation, utilization, and updating of master files.</p>	AC		AC	<p>AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series list elsewhere.</p>		
2.1.002	202	<p>Master Files Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.</p>	AC		AC	<p>AC= Completion of 3rd update cycle except for: a) Data files which replace or serve in lieu of a textual record - Follow the retention period approved for the equivalent type of textual record. b) Output data file extracted from system solely to produce printed reports or other publications - Dispose of when no longer needed to create report or publication. TAHC's record copy is at the TSLAC.</p>		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10.	11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title		Agency	Storage	Total	9. Remarks		106 No.		
2.1.007	201	Software Programs Automated software applications and operating system files including job control language, program listing/source code, etc.		AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.				
2.1.008	200	Hardware Documentation Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.		AC		AC	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.				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 18 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			
2.1.009	203	Technical Documentation Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC		AC		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 6.97(a). TAHC's record copy in the Information Resources Library. CAUTION: If an electronic record is scheduled for permanent retention, technical documentation needed for access to the record must also be retained permanently.		
2.1.010	207	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.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
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				
2.2.001	208	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					
2.2.010	205	Data Processing Policies and Procedures Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		US+3		CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009. TAHC's record copy is in electronic format documents.			
2.2.013	209	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.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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		
2.2.014	210	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	211	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	212	Software Registrations, Warranties and License Agreements	LA + 3		LA + 3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 21 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

3.1.001	300	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.	AC+2		AC+2		29 CFR 1602.31 [State Agencies]. AC = Position filled. AKA Applications for Employment - Not Hired. TAHC's record copy is in Human Resources.		
3.1.002	301	Applications for Employment - Hired Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC+5		AC+5		AC= Termination of employment. Item kept in personnel file, see item number 3.3.011. TAHC's record copy is kept in the personnel file, in Human Resources. State Form E-133.		
3.1.006	302	Employee Counseling Records Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC+3		AC+3		AC = Termination of counseling. TAHC's record copy is kept in the supervisor's file. Notes of the counseling are kept in the supervisory file.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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		
3.1.011	303	Employee Insurance Records Agency 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+5		AC+5	AC = Until superseded or termination of employment. Item kept in personnel file, see item number 3.3.011. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001. TAHC's record copy is kept in the personnel file.		
3.1.012	307	Employment Opportunity Announcements Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	AC+2		AC+2	29 CFR 1602.31 [State Agencies]. AC = After closing date on announcement. TAHC's record copy is in Human Resources.		
3.1.014	304	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.	AC+2		AC+2	29 CFR 1602.31 [State Agencies]. CAUTION: Does not include criminal history checks. AC = after position is filled. SEE item number 3.1.026. TAHC's record copy is in respective position file in Human Resources.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 23 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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		
3.1.018	316	Grievance Records Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC+2		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. TAHC's record copy is in the General Counsel's Office if grievance or in Human Resources Director's Office if complaint.		
3.1.019	321	Performance Appraisals	AC+5		AC+5	29 CFR 1620.32(c). AC= After Termination of employment. Item kept in personnel file, see item number 3.3.011. TAHC's record copy is kept in the personnel file within Human Resources.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 24 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
3.1.020	322	Personnel Corrective Action Documentation Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC+5		AC+5		AC = Termination of corrective action. Item kept in personnel file, see item number 3.3.011. CAUTION: If, during the retention period of this record 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. TAHC's record copy is kept in the personnel file.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 25 of 66

2. Agency Code		3. Agency Name									
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.		
			Agency	Storage	Total						
• 3.1.021	305	Personnel Disciplinary Action Documentation Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC+5		AC+5		Item kept in personnel file, see item number 3.3.011. AC= Termination of employment. TAHC's record copy is in Human Resources.				
3.1.022	306	Personnel Information or Action Forms Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	AC+5		AC+5		29 CFR 1602.31 [State Agencies]. AC= Termination of employment. Item kept in personnel file, see item number 3.3.011. TAHC's record copy is kept in Human Resources.				
3.1.023	323	Position/Job Descriptions Job descriptions, including all associated task or skill statements, for positions in an agency.	AC+5		AC+5		AC = Until superseded or job eliminated. 40 TAC 815.106(i). TAHC's record copy is in Human Resources.				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 26 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
3.1.024	324	Physical Examinations/Medical Reports Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC+2		AC+2	AC = Until superseded or termination of employment. TAHC's record copy is in Human Resources.			
3.1.027	325	Training and Educational Achievement Records (Individual) Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC+5		AC+5	AC = Termination of employment. TAHC's record copy is in Human Resources.			
3.1.029	308	Employment Eligibility, Documentation or Verification of Federal reporting form (INS I-9).	AC+5		AC+5	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 later. Agencies should make certain that the Immigration and Naturalization Service (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. TAHC's record copy is kept in Human Resources. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 27 of 66

2. Agency Code		3. Agency Name							
554		TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
3.1.031	309	Employee Benefits - Other than Insurance Agency copies of information relating to the selection of available benefit options other than insurance.	AC+5		AC+5		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. TAHC's record copy is kept in Human Resources.		
3.1.034	329	Resumes - Unsolicited Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	90 Days		90 Days		SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process. TAHC's record copy is kept in Human Resources.		
3.1.036	333	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.	AC+5		AC+5		AC = Purpose of record has been fulfilled. 29 CFR 30.8(e). TAHC's record copy is kept in Human Resources.		
3.1.037	326	Employee Recognition Records Awards, incentives, tenure, etc.	AC+5		AC+5		AC = Termination of employment. TAHC's record copy is kept in Human Resources.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 28 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title								
3.1.038	338	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.		AC+5		AC+5	AC= After termination of employee. SEE item number 3.3.011. TAHC's record copy is kept in Human Resources.			
3.2.001	310	Employee Deduction Authorizations Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.		AC+4		AC+4	AC= After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner. TAHC's record copy is in the individual's file in Financial Services; file also contains record series 3.2.005.			
3.2.002	311	Employee Earnings Records		FE+4		FE+4	40 TAC 815.106(i). FE= Fiscal Year End. TAHC's record copy is in Financial Services.			
3.2.003	312	Federal Tax Records Includes 1099, W2, FICA, and other tax records.		AC+4		AC+4	AC= Tax due date, date the claim is filed, or date tax is paid whichever is later. Includes 1099, W-2, & 943. TAHC's record copy is in Financial Services. 26 CFR 31.6001-1(e)(2).			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 29 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title								
3.2.005	327	W-4 Forms Employer's copy of "Employee's Withholding Exemption Certificate."			AC+4		AC+4	AC = Until superseded, obsolete, or upon separation of employee. Item kept in individual's file, see item number 3.2.001. Could also be US+4. TAHC's record copy is in the individual's file in Financial Services. 26 CFR 31.6001-1 (e)(2).		
3.2.007	328	Unemployment Compensation Records			AC+5		AC+5	AC= After termination of employee. TAHC's record copy is in Financial Services.		
3.2.009	313	State Deferred Compensation Records			AC+5		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. TAHC's record copy is kept in Human Resources.		
3.2.010	339	Human Resources Information System (HRIS) Reports Includes supporting documentation.			AC+4		AC+4	AC = After Completion. TAHC's record copy is kept in Human Resources.		
3.3.001	330	Affirmative Action Plans Affirmative action plans for both regular employees and apprenticeship programs.			US+5		US+5	29 CFR 30.8(e) for apprenticeship plans. TAHC's record copy is kept in Human Resources.		

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	FE – Fiscal Year End	MO – Months	US – Until Superseded
AV – Administrative Value				R – Review by State Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 30 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
3.3.010	314	Labor Statistics Reports Reports providing statistical information on labor force.		FE+3		FE+3	TAHC's record copy is kept in Human Resources.					
• 3.3.011	315	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+5	70	AC +75	AC = Termination of employment. TAHC's record copy is in Human Resources. AC= Termination of employment. Record will be purged of non-essential information prior to shipment for storage at the TSLAC. NOTE: TAHC retains the following record series within an employee's personnel file: 3.1.002, 3.1.006, 3.1.011, 3.1.019, 3.1.020, 3.1.021, 3.1.022, 3.1.029, 3.1.031, 3.2.009, and 3.4.006.		02-554-041			
3.3.015	331	Positions/Job Classification Review File Records relating to review and monitoring of job classifications within an agency.		US+3		US+3	TAHC's record copy is in Human Resources.					
3.3.022	317	Texas Workforce Commission (TWC) Reports Reports to the agency from TWC or its predecessor pertaining to employees.		FE+3		FE+3	TAHC's record copy is in Financial Services.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 31 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
3.3.023	340	Reimbursable Activities, Requests and Authorizations to Engage in Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.		FE+3		FE+3	TAHC's record copy is in Financial Services.					
3.3.024	332	Personnel Policies and Procedures Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.		US+3		US+3	TAHC's record copy is with the Records Administrator.					
3.3.026	320	Agency Staffing Reports Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.		US+3		US+3	TAHC's record copy is in Financial Services. NOTE: Detailed listings of employees within its organizational structure, position vacancies, and analyses of turnover rates and seasonality of employment are in Human Resources.					
3.3.027	341	Aptitude and Skills Tests Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.		US+2		US+2	29 CFR 1602.31 [State Agencies]. CAUTION: One copy of each different test (different in terms of either questions or administrative procedures) should be retained for the period indicated.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 32 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
3.3.028	342	Aptitude and Skills Tests (Test Papers) Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.		AC+2		AC+2	AC= After termination of employee. 29 CFR 1602.31 [State Agencies].					
3.3.030	334	Training Administration Records Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.		US+2		US+2	CAUTION: Does not include hazardous material training records. SEE item number 5.4.007. TAHC's record copy is in Human Resources.					
3.3.031	335	Equal Employment Opportunity (EEO) Reports and Supporting Documentation Includes documentation used to complete EEO reports.		FE+3		FE+3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50. TAHC's record copy is in Human Resources.					
3.4.001	336	Accumulated Leave Adjustment Requests Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.		FE+3		FE+3	TAHC's record copy is in Human Resources.					
3.4.002	319	Leave Status Reports Cumulative report is issued each pay cycle and provides employee leave status information for each position.		FE+3		FE+3	TAHC's record copy is in Human Resources.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 33 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
3.4.006	318	Time Cards and Time Sheets	FE+1	4	FE + 5	40 TAC 815.106(i). TAHC's record copy is in Human Resources.	91-554-003		
3.4.008	337	Sick Leave Pool Documentation Requests submitted, approvals, number of hours transferred in and out, etc.	FE+3		FE+3	TAHC's record copy is in Human Resources.			

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	R – Review by State Archivist	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 34 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				

4.1.001	400	Accounts Payable Information First Point warrants receipts.	FE+1	3	FE+4	TAHC's record copy is in Financial Services.	91-554-008	
4.1.003	401	Canceled Checks/Stubs/Warrants/Drafts Voided check/stubs-Travel Advance and Petty Cash accounts.	FE+4		FE+4	TAHC's record copy is in Financial Services. This includes TAHC Form 96-03. (Used for Petty Cash)		
4.1.007	420	Transfers or Budget Revisions Transfers or adjustment to budgets. Budget vouchers (doc type A and B).	FE+1	3	FE+4	TAHC's record copy is in Financial Services.	12-554-047	
4.1.008	426	Electronic Fund Transfers Direct Deposit Registers.	FE+1	3	FE+4	DAFR 3691 Direct Deposit Payees.	12-554-049	
4.2.001	402	Cash Deposit Vouchers Cash deposit vouchers (doc type D - including receipt copies).	FE+1	3	FE+4	TAHC's record copy is in Financial Services.	92-554-011	
4.2.003	403	Daily Cash Receipts Logs	FE+4		FE+4	TAHC's record copy is in Staff Services.		
4.2.004	421	Encumbrance Vouchers Encumbrance vouchers (doc type E)	FE+1	3	FE+4	TAHC's record copy is in Financial Services.	11-554-044	
4.2.005	404	Purchase Vouchers First Point Testing vouchers (doc type 9); Purchase vouchers (doc type 2, 3, and 9); Interagency Transfer vouchers (doc type T); Petty Cash Reimbursement vouchers (doc type 9), and Direct Bills.	FE+1	3	FE+4	TAHC's record copy is in Financial Services.	94-554-021	

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 35 of 66

2. Agency Code		3. Agency Name						10.		11.
554		TEXAS ANIMAL HEALTH COMMISSION						106 No.		TSLAC ONLY Amend . No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
4.2.006	405	General Journal Vouchers Warrant Cancellation vouchers (doc type C); Expenditure Transfer vouchers (doc type K); Journal vouchers (doc type J & U - including Direct Deposit reversals).	FE+1	3	FE+4		Includes Comptroller Account Transmittal. Summary Detail TAHC's record copy is in Financial Services.	94-554-027		
4.2.007	406	Expenditure Vouchers Travel vouchers (doc type 1); Payroll vouchers (doc type 4).	FE+1	3	FE+4		TAHC's record copy is in Financial Services.	91-554-009		
4.3.003	422	Expenditures Journals or Registers DAFR7400 Agency Budget Activity Detail; DAFR8190 Daily Document Activity (interest)	FE+1	3	FE+4		TAHC's record copy is in Financial Services.	02-554-035		
4.4.004	408	Employee Savings Bond Ledgers USPS Report 29, Federal Reserve Savings Bond Tape Report; USPS Report 187, Bond Update Report.	FE+4		FE+4		TAHC's record copy is in Financial Services.			
4.5.001	409	Worksheets for Preparing Fiscal Reports AFR work papers.	FE+1	3	FE+4		TAHC's record copy is in Financial Services.	96-554-031		
4.5.002	410	Internal Fiscal Management Reports Indemnity reports - brucellosis, tuberculosis, and Strain 19 (multiple versions); Monthly Operating Budget reports	FE+1	3	FE+4		TAHC's record copy is in Financial Services.	94-554-022		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 36 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
4.5.003	411	Annual Financial Reports Required by the General Appropriations Act (100 Day Report).	AC+1	5	AC + 6	A	AC = September 1 of odd-numbered calendar years. 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.	11-554-046		
4.5.005	413	External Fiscal Reports Updates to Federal Funds Application database Legislative Budget Board (LBB).	FE+4		FE+4		TAHC's record copy is in Financial Services.			
4.5.006	414	Annual Operating Budgets Operating Budget (including working papers)	FE+4		FE+4		TAHC's record copy is in Financial Services.			
4.6.001	415	Balancing Records	FE+4		FE+4		Work measures reconciliation reports. TAHC's record copy is maintained by Area Office that did data entry.			
4.6.002	416	Reconciliations Cash Receipts reconciliation; Automated Budget Estimate System of Texas (ABEST) reconciliation; State Property Accounting (SPA) reconciliations (agency to SPA, and expenditure to SPA); Petty Cash; Travel Advance.	FE+1	3	FE+4		TAHC's record copy is in Financial Services.	91-554-005		
4.7.001	417	Accounting Policies and Procedures Manual	US + 4		US + 4		These are stand alone Polices. TAHC's record copy is in Financial Services.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 37 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
4.7.002	423	Bank Statements Bank Statement - Travel Advance and Petty Cash accounts.	FE+1	3	FE+4		TAHC's record copy is in Financial Services.			
4.7.003	424	Returned Checks/Warrants/Drafts (Uncollectible) Returned Checks.	AC+1	3	AC+4		AC= After deemed uncollectible. TAHC's record copy is in Financial Services.			
4.7.004	427	Capital Asset Records	LA+3		LA +3		TAHC's record copy is in Financial Services.			
4.7.006	418	Comptroller Statements DAFR7410 Agency Budget Activity Summary (various selections).	FE+1	3	FE+4		TAHC's record copy is in Financial Services. DAFR3651 Warrant Register; Operating Statement and DAFR 8590.	91-554-007		
4.7.007	425	Detail Chart of Accounts One for all accounts in use for a fiscal year.	FE+1	3	FE+4		Will need to print DAFQ reports. TAHC's record copy is in Financial Services.			
4.7.008	419	Federal Grant Records Cooperative Agreement Application; Indirect Cost Proposal; Billing Information (work measures reports, federal supplies worksheet, and first point letter); Request Funds (draws); Status Report.	AC+4		AC+4		AC = Final draw or end of project period whichever is later. TAHC's record copy is in Financial Services.			
4.7.012	426	Signature Authorizations Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency. Uniform Statewide Accounting System, United States Postal System, Texas Identification Number System (USAS, USPS, SPA, TINS)	US + FE + 4		US + FE + 4		NOTE: Retention period is Until Superseded plus Fiscal Year End plus three years. TAHC's record copy is in Financial Services.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 38 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

5.1.001	500	Contracts and Leases Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC+4		AC+4	AC = Expiration or termination of the instrument according to its terms. Agency not funded for building construction. File includes Record Series 5.1.003, 5.1.007, 5.2.008, 5.2.011, 5.2.012, 5.3.003, 5.3.005, 5.3.007, 5.3.008, 5.3.009 contracts and item number 5.1.017 for contract logs. TAHC's record copy is in Staff Services.		
5.1.003	535	Delivery Reports	AC+4		AC+4	AC = After receiving report is submitted to Purchasing. Item is kept in Contracts and Leases, see item number 5.1.001 TAHC's record copy is in Staff Services.		
5.1.004	536	Mail and Telecommunications Listings Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US		US	Vet Database Mail List; Public Information Mail List; NAIS Mail List; Program Records Mail List. TAHC's record copy is in Information Resources.		
5.1.005	507	Postage Records Records and reports of postage expenses, including postal meter usage.	FE+3		FE+3	TAHC's record copy is in Staff Services.		
5.1.007	537	Requisitions for In-Agency/Inter-Agency Copy/Printing Service Includes word processing and data processing.	AV		AV	Item is kept in Contracts and Leases, see item number 5.1.001. TAHC's record copy is in Staff Services.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 39 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
5.1.012	508	Charge Schedules/Price Lists Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.		US+3		US+3	TAHC's record copy is with the General Counsel.					
5.1.013	538	Insurance Policies For vehicles, equipment, etc.		AC+4		AC+4	AC = Expiration or termination of the policy according to its terms. TAHC's record copy is in Staff Services.					
5.1.014	509	Office Procedures Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.		US+1		US+1	TAHC's record copy is in the Administration Division.					
5.1.017	539	Contract Log List of agency contracts, leases, and agreements including general obligation, land lease, utilities.		FE+4		FE+4	Item is kept in Contracts and Leases, see item number 5.1.001, also see item 5.3.008.					
5.2.006	510	Property Destruction, Certificates of		FE+3		FE+3	TAHC's record copy is in Staff Services.					
5.2.007	540	Damage Reports Reports of damage to state property.		FE+3		FE+3	TAHC's record copy is in Staff Services.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 40 of 66

2. Agency Code		3. Agency Name							
554		TEXAS ANIMAL HEALTH COMMISSION							
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			
5.2.008	541	Equipment History File; Equipment Service Agreements Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA+3		LA+3		Item is kept in Contracts and Leases, see item number 5.1.001.		
5.2.009	501	Equipment Inventory Detail Report Forms Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE+3		FE+3		TAHC's record copy is in Staff Services.		
• 5.2.011	542	Equipment Warranties	AC+4		AC+4		AC = Expiration of Warranty. Item is kept in Contracts and Leases, see item number 5.1.001.		
5.2.012	543	Estimate Files (Supply and Repair Cost Estimates)	AC+1		AC+1		AC = After supply item is ordered or repairs are completed. Item is kept in Contracts and Leases, see item number 5.1.001.		
5.2.014	502	Inventory - Annual Physical Property, equipment, supply verification.	FE+3		FE+3		TAHC's record copy is in Staff Services.		
5.2.015	503	Inventory, Notices of Equipment Removed From	FE+3		FE+3		TAHC's record copy is in Staff Services.		
5.2.016	504	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. TAHC's record copy is in Staff Services.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 41 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title								
5.2.017	511	Lost & Stolen Property Reports		FE+3		FE+3	TAHC's record copy is in Staff Services.			
5.2.021	512	Surplus Property Sale Reports		FE+3		FE+3	TAHC's record copy is in Staff Services.			
5.2.023	505	Year-to-Date Activity (Inventory Listing) Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.		FE+3		FE+3	TAHC's record copy is in Staff Services.			
5.2.026	513	Facilities Reservation Logs Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		FE+2		FE+2	TAHC's record copy is in the Executive Section.			
5.2.027	544	Space Utilization Reports		AV		AV	TAHC's record copy is in Staff Services.			
5.3.002	545	Freight Bills Paid		FE+3		FE+3	See item number 4.2.005 Purchase Voucher; file located in Financial Services.			
5.3.003	514	Freight Claims		AC+4		AC+4	AC = Resolution of claim. Files related to delivery of purchases are located in records series 5.1.001 - Contracts and Leases; other freight claims located in Staff Services.			
5.3.005	546	Packing Slips		AC+4		AC+4	AC = After items are received and paid for. Files related to deliveries of purchases located in record series 5.1.001 - Contracts and Leases; other packing slips are in Staff Services.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 42 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
5.3.007	515	Bid Documentation Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE+3		FE+3		Item is kept in Contracts and Leases see item number 5.1.001.		
5.3.008	516	Purchasing Logs Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3		TAHC's record copy is in Staff Services.		
5.3.009	506	Requests for Information Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC+4		AC+4		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable. Item is kept in Contracts and Leases see item number 5.1.001.		
• 5.4.001	520	Accident Reports and Associated Documentation Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5		29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. TAHC's record copy is in Human Resources.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 43 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title								
5.4.003	521	Inspection Records Fire, safety, and other inspection records of agency facilities and equipment.		AC+3		AC+3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency. TAHC's record copy is with the General Counsel CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.			
5.4.004	522	Fire Orders Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.		AC+3		AC+3	AC = Deficiency corrected. TAHC's record copy is with the General Counsel			
5.4.007	531	Hazardous Materials Training Records Records of training given employees in an agency hazard communications program.		AC+5		AC+5	AC= After termination of employee. TAHC's records copy is kept in Human Resources. Texas Health and Safety Code, 502.009(g).			
5.4.008	532	Hazard Communication Plans		US + 5		US + 5	TAHC's records copy is with the agency Safety Officer. Texas Health and Safety Code, 502.009(g).			
5.4.009	533	Workplace Chemical Lists		AC+30		AC+30	AC = After lists are updated or hazardous chemical no longer stored by agency, as applicable. TAHC's records copy is with the Agency Safety Officer. Texas Health and Safety Code, 502.005(d).			
5.4.010	534	Material Safety Data Sheets		AC		AC	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable. TAHC's records copy is with the Agency Safety Officer.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 44 of 66

2. Agency Code		3. Agency Name									
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.		
			Agency	Storage	Total						
5.4.012	524	Security Access Records Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC+2		AC+2		AC = Until superseded, date of expiration, or date of termination, whichever sooner. TAHC's record copy is in Staff Services.				
5.4.013	525	Disaster Preparedness and Recovery Plans	US		US		AKA Disaster Recovery Plan. TAHC's record copy is on the File Server, within the "IR" Folder.				
5.5.001	547	Billing Detail - Telecommunications (Other Than TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		See item number 4.2.005 Purchase Voucher; file located in Financial Services.				
5.5.006	548	Billing Detail - Telecommunications (TEX-AN) In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		See item number 4.2.005 Purchase Voucher; file located in Financial Services. 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.				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 45 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
5.5.007	549	Disputed Call Documentation Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE+3		FE+3		See item number 4.2.005 Purchase Voucher; file located in Financial Services.			
5.6.003	526	Inspection Repair and Maintenance Records - Vehicles	LA + 1		LA + 1		Documents are kept within a file in the Staff Services Department by the agency Fleet Manager. This file also includes but is not limited to Mileage Reports and Operations Logs.			
5.6.004	527	License and Driving Record Checks	AC		AC		AC = Until superseded or until termination of employment. License & driving record checks are in Staff Services with the agency Fleet Manager.			
5.6.005	528	Vehicle Use Reports Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE+3		FE+3		See record series 5.6.003. TAHC's record copy is in Staff Services with the agency Fleet Manager.			
• 5.6.007	530	Vehicle Titles & Registrations	LA + 1		LA + 1		TAHC's record copy is with the purchasing file which is kept until the vehicle is sold or deleted from inventory as salvage.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 46 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

	654	Adjacent Equine Testing Request	AC+1		AC+1	AC = Retain for one year after close or after date that tests requirements are met or request is dismissed. TAHC Form 02-06. TAHC's record copy is in the Area Office.		
	655	Approved Feedyards/Approved Pens	AC+5		AC+5	AC = After close of location or loss of status. TAHC Form 07-02. Used for specific diseases. Includes but is not limited to the application, feedlot/pens diagram, and correspondence. TAHC's record copy is in Program Records.		
	660	Approved for Designated Pen Status (Inactive)	AC+5		AC+5	AC = After close of location. TAHC Form 91-79. TAHC's record copy is in Program Records. Used for specific diseases.		
	621	Avian Inspection Forms	CE+5		CE+5	TAHC Form 03-10. Fowl Registration/ Exotic Newcastle Disease (END) Program Survey and Avian Inspection Report. Note - These are premises that do not meet Fowl registration Program (FRP) requirements at this time. TAHC's record copy is in Program Records.		
	604	Brucellosis Approved Personnel Exams (Failed)	CE+5		CE+5	TAHC's record copy is in the Administrative Technician's office of the Deputy Executive Director.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 47 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
	602	Brucellosis Approved Personnel Exams (Passed)		CE+1		CE+1	TAHC's record is in the Administrative Technician's office of the Deputy Executive Director.					
	618	Brucellosis Certified Free Herd File (Cattle, Cervidae, Goats)		CE+1	14	CE+15	Cooperative Agreement - Animal and Plant Health Inspection Service (APHIS)** TAHC Form 83-116, 90-71 and 99-17. VS Form 4-33 and 4-33A. TAHC's record copy is in Program Records.		94-554-024			
	613	Brucellosis Herd Owners Records/Files		CE+15		CE+15	Cooperative Agreement-APHIS** AKA Program Herd Files, Quarantine Herd Files, Hold Order Herd File, Adjacent Herd File, and Trace Back Herd File. TAHC's record copy is in the Area Offices. File contains, but not limited to the following: TAHC Form 91-28 (for cattle), 91-28S (for Swine)Field Investigation of MST Reactor; VS Form 4-54, Brucellosis Test Record Market Testing Program ; SF 15-39 Daily Kill Schedule ; TAHC Form 91-63Disease Quarantine Hold Order ; BRRS Form Automated Test Chart; TAHC Form 93-18Brucellosis Swine Herd Depopulation - Indemnity Report ; TAHC Form 93-17Agreement for Herd Depopulation - Brucellosis -					

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	FE – Fiscal Year End	MO – Months	US – Until Superseded
AV – Administrative Value				R – Review by State Archivist			



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 48 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

							Swine ; VS Form 1-23 Appraisal and Indemnity Claim for;; VS Form 1-23A Continuation Sheet - Indemnity Claim for;; SF Form 4-48 Cleaning and Disinfection Report ; VS 1-27 Permit for Movement of Restricted Animals; VS Form 1-27A Continuation Sheet for (VS Form 1-27); TAHC Form 91-26 Swine Test Record ; TAHC Form 91-62 Release of Disease Quarantine/ Hold Order ; BRRS Form 92-21 BRRS Trouble Report Form ; TAHC Form 96-08 Agreement for Depopulation of Strain 19 Infected Cattle/Bison ; TAHC Form 92-52 Culture Request and Submission Form; VS Form 4-33 Brucellosis Test Record ; TAHC Form 97-04 Order to Hold Animals on Premises ; TAHC Form 93-14 Depopulation for Brucellosis Infected Herd ; SF Form 4-76 Brucellosis Herd Depopulation - Indemnity Request ; VS Form 4-108 Epidemiologic Investigation of Brucellosis Reactor Herd ; VS Form 4-108A Origin of Reactors/ Herd Additions ; VS Form 108B Moved from Infected Herd ; VS Form 4-108C Epi Report - Area Herds.		
--	--	--	--	--	--	--	--	--	--

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 49 of 66

2. Agency Code		3. Agency Name									
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.		
			Agency	Storage	Total						
							NOTE: Record will be retained until the herd operation no longer existence. Records with no activity will be reviewed every 5 years to determine if the herd operation is still in existence. The review must be documented and placed inside the record. The documentation must include who did the review, the date of the review and the result of the review.				
	616	Brucellosis Market Cattle Testing Program Charts/Records	CE+1	3	CE+4		Cooperative Agreement-APHIS** AKA Slaughter Plant Test Chart/Record (VS 4-54); AKA Livestock Market Test Chart/Record (VS 4-54). TAHC's record copy is in the Area Office and is pink in color.	94-554-023			
	619	Brucellosis Milk Surveillance Test (BMST)	FE+2	8	FE+10		Cooperative Agreement-APHIS** TAHC Form 81-136 and TAHC Form 00-07 AKA - Brucellosis Ring Test. TAHC's record copy is in Program Records.	91-554-010			
	617	Brucellosis Test Records NOTE: Excluding Swine	CE+1	9	CE+10		Cooperative Agreement-APHIS** VS Form 4-33 and 4-33A. These records have a negative test result. TAHC's record copy is in the Area Office; however, they are not part of a herd file, this excludes tests for certified herds, See Item Number 618.	92-554-014			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 50 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
	600	Brucellosis Vaccination Records, Cattle	CE+2	13	CE+15		Cooperative Agreement-APHIS** Calhhood Vaccination Records (VS 4-26). TAHC's record copy is at the State Records Center; document shipped from Federal office yearly for storage.	90-554-001		
	601	Certificate of Veterinary Inspection	FE+1	2	FE+3		AKA Health Certificates TAHC Form 00-10 and 99-08. Includes out-of-state and in-state health certificates from USPS, the Global Vet Link system. Texas (in-state) health certificates without confirmed brucellosis or TB test should only be kept for 90 days. TAHC's record copy is in Program Records.	96-554-032		
	664	Cervid Chronic Wasting Disease (CWD) Herd Owner Files	CE+10		CE+10		TAHC Form 00-08 CWD Complete Monitored Cervidae Herd Agreement. TAHC Form 02-03 Annual Cervidae Report. TAHC's record copy is in the Area Offices.			
	659	Commuter Herd Agreements Cattle, Swine, and Poultry	CE+3		CE+3		TAHC Form 03-15 Commuter Herd Agreement for Beef Cattle (TB/Trich); TAHC Form 01-02 Texas-Oklahoma Commuter Herd Agreement for Cattle and TAHC Form 01-03 Texas-New Mexico Commuter Herd Agreement for Cattle. TAHC Form 00-06 Commuter Poultry Flock Agreement. Swine Commuter Herd			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 51 of 66

2. Agency Code		3. Agency Name		7. Retention Period		8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks			
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title								
							Agreements initiated by other states. TAHC's record copy is in Program Records			
	640	Dairy Information Worksheets		FE+3		FE+3	TAHC Form 00-07. Once completed TAHC's record copy is in Program Records.			
	650	Disease Quarantine Order		CE+3		CE+3	TAHC Form 91-63. TAHC's record copy is in the Area Office.			
	603	E-Permits		FE+1	2	FE+3	E-Permits "Entry" Permits of all types. TAHC's record copy is in the Central Office, Program Records Department on database called Permit Tracker.		99-554-034	
	611	Ectoparasite (Tick) Collection Report		CE+1		CE+1	VS Form 5-38. TAHC's record copy is in the Area Offices.			
	627	Epidemiology Reports		CE+10		CE+10	Cooperative Agreement-APHIS** TAHC's record copy is in the Area Offices.			
	626	Equine Infectious Anemia Herd Reports/Files (EIA)		CE+15		CE+15	Cooperative Agreement-APHIS** AKA Herd Files, Quarantine Herd Files, Hold Order Herd, Program File, Adjacent Herd File, and Trace Back Herd File. TAHC's record copy is in the Area Offices. Positive VS 10-11 are retained within the herd file at each area office where the test was conducted, and that is TAHC's record			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 52 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

							copy. Negative 10-11s from a quarantined herd must be retained at the Area Offices within the quarantine herd file. Negative 10-11s, program tests from other than quarantined herds, are kept for 12 months, within the area office where the horse is located, filed by county, and may be destroyed on the first day after the 12th month. Area Offices DO NOT need permission to destroy negative 10-11 not associated with program herds. File contains, but is not limited to the following forms: TAHC Form 95-01 "Epidemiological Investigation Report ; TAHC Form 91-63 " Disease Quarantine Hold Order; VS 1-27 Permit for Movement; VS Form 1-27A Continuation Sheet for (VS Form 1-27); TAHC Form 91-62 Release of Disease Quarantine/Hold Order ; VS Form 4-108A Origin of Reactors/Herd Additions ; VS Form 108B Animals Moved from Infected Herd ; VS Form 4-108C Epidemiological Report - Area Herds ; TAHC Form 97-04 Order to Hold Animals on Premises'; VS Form 10-4		
--	--	--	--	--	--	--	---	--	--

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 53 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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			

						Specimen Submission ; TAHC 91-28e Investigation of EIA positive ; TAHC 96-39 EIA Slaughter Test , TAHC 95-02 EIA Inspection Report NOTE: Record will be retained until the herd operation no longer in existence. Records with no activity, will be reviewed every 5 years to determine if the herd operation is still in existence. The review must be documented and placed inside the record. The documentation must include who did the review, the date of the review and the result of the review.		
	610	Equine Infectious Anemia Slaughter Test/Report	CE+1		CE+1	TAHC Form 96-39. TAHC's record copy is in the Area Offices.		
	641	Equine Interstate Movement Passport	CE+3		CE+3	TAHC Form 00-02. Includes "Go Pass" from Global Vet Link System. TAHC's record copy is in the Central Office, Program Records Department.		
	642	Equine Itinerary of Interstate Travel of Individual Horse	CE+3		CE+3	TAHC Form 00-03. TAHC's record copy is in the Central Office, Program Records.		
	649	Feedyard Inspection Report	CE+3		CE+3	TAHC Form 08-03. TAHC's record copy is in the Area Offices.		
	656	Feral Swine Facility Herd Files	CE+5		CE+5	TAHC Form 93-27 and 09-01. TAHC's		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 54 of 66

2. Agency Code		3. Agency Name								
554		TEXAS ANIMAL HEALTH COMMISSION								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.	
			Agency	Storage	Total					
							record copy is in Program Records. File contains pen pictures, diagrams, correspondence and copies of TAHC Form 98-39.			
	644	Feral Swine Facility Inspection Report	CE+5		CE+5		TAHC Form 98-39. TAHC's record copy is in Area Offices.			
	612	Field Investigation of Market Cattle Inspection (MCI) Test Reactor	CE+2	13	CE+15		TAHC Form 91-28. Used for trace back on cattle. TAHC's record copy is in the Area Offices.	02-554-036		
	614	Field Investigation of Market Swine Test (MST) Reactor	CE+2	3	CE+5		TAHC Form 91-28S. Used for trace back on swine. TAHC's record copy is in the Area Offices.	02-554-037		
	620	Flock Owner's Files AKA Pullorum Typhoid Flock Files	CE+1	4	CE+5		TAHC's record copy is in the Area Offices. Includes all restricted flocks including but limited to: Chickens, Ducks, Turkeys,	92-554-017		
	673	Flock Owner's Files Goats and Sheep	CE+1	9	CE+10		Sheep, Goats, etc. Cooperative Agreement-APHIS** on Sheep.	09-554-042		
	623	Foreign Animal Disease Investigation	CE+5		CE+5		TAHC's record copy is in the Area Offices. NOTICE: All TAHC copies pertaining to the investigation must stay within this file, unless the investigation results in hold and/or quarantine order. At this point the file becomes a herd owner file and should be treated as such.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 55 of 66

2. Agency Code		3. Agency Name									
554		TEXAS ANIMAL HEALTH COMMISSION									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.		
			Agency	Storage	Total						
	651	"Form A" Movement form for Tick Free Herds	CE+10		CE+10		TAHC's record copy is in the Area Office. Retain Form A for 10 years for consignments from infested premises and 3 years for consignments from non-infested premises.				
	637	Fowl Registration Records	CE+5		CE+5		Maintain files for participants of Fowl Registration Program (FRP). Forms contained in a FRP file are 04-07 application/Renewal for Certificate of Registration of Domestic & Exotic Fowl, 03-10 Fowl Registration/END Program Survey and Avian Inspection Report, copies of certificates for FRP, and copies of correspondences are in Programs Records.				
	628	Garbage Permits, Canceled	CE+3		CE+3		TAHC Form 99-15. Includes but is not limited to the application, permit, inspections and correspondence. TAHC's record copy is in Program Records.				
	609	Herd Files, Miscellaneous This refers to all categories of herd files not defined elsewhere.	CE+5		CE+5		These include Fever Tick. TAHC's record copy is in the Area Offices. Also, includes Equine VEE vaccination records which are kept in Program Records. NOTE: Records with no activity will be reviewed every 5 years to determine if the herd operation still existence. The review				

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 56 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
							must be documented and placed inside the record. The documentation must include who did the review, the date of the review and the result of the review.					
	665	Johne's Disease Herd Owner's Records Voluntary program for herd owners		CE+5		CE+5	The herd owners within this program are all volunteering to have their herd checked for Johne's disease. Documentation within the herd will include but are not limited to: Blood and Culture Test Documents; Herd Plan; and a Risk assessment of the herd. TAHC's record copy is in Central Office.					
	606	Livestock Dipping/Inspection Report		CE+3		CE+3	TAHC's record copy is in the Area Offices.					
	605	Livestock Market Inspection Reports		CE+3		CE+3	TAHC Form 92-67a. TAHC's record copy is the Area Office. NOTE: This includes the supervisor's inspection.					
	629	Livestock Market Summary Reports		CE+10		CE+10	TAHC Area Offices each month sends in a report of the total animals sold through Livestock Markets within their areas. Report is sent to and compiled by USDA, who then sends a summary to the Central Office. TAHC's record copy is in Animal Health Program Division. TAHC Form 92-67a.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 57 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
	667	Paratuberculosis, Bovine		CE+5		CE+5	"See Agency Item Number 665 John's Disease".					
	672	Premises Registration Account Files		PM		PM	Files may contain, but are not limited to: TAHC Form 05-01 Premises Registration Application, registration confirmation notice, map of premises location, information update request, premises address exception request, documentation of premises address verification research, additional notes, and miscellaneous correspondence. TAHC's record copy is in the National Animal Identification System Department (NAIS) in the Central Office.					
	669	Pseudorabies/Bruceellosis Swine Herd Status Owner Records/Files		FE+1	9	FE+10	See serial number 624.		11-554-045			
	668	Pullorum Typhoid Flock Files		CE+1	9	CE+10	"See agency Item # 620 Flock Owner's Files."					
	661	Movement Restriction Zone		CE+5		CE+5	TAHC Form 01-05. TAHC's record copy is yellow and is in the Area Offices.					
	652	Request for Waiver of Regulations		CE+1		CE+1	See 1.1.058 TAHC Form 95-06.					

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 58 of 66

2. Agency Code		3. Agency Name							
554		TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
	662	Riding Stable Registration Active NOTE: Once a riding stable has gone out of business all documents regarding that stable will be destroyed after the records retention schedule requirements have been	FE+10		FE+10		TAHC Form 01-83, Registration and/or Renewal Application for Riding Stables. TAHC Form 01-84, Registration Inspection for Riding Stables, TAHC's record copy is in Program Records.		
	663	Riding Stable Registration "Canceled, Out of Business, etc." NOTE: Once a riding stable has gone out of business all documents regarding that stable will be destroyed after the records retention schedule requirements have been fulfilled.	AC+3		AC+ 3		AC= Gone out of Business. Transferred records from the Texas Department of Health effective September 1, 2001. Texas Department of Health Registration Certificates, Registration Inspection Riding stables, Form Z-6, Application for Registration and/or Renewal of Riding Stables, Form Z-5 and miscellaneous stable correspondence. TAHC Form 01-83, Registration and/or Renewal Application for Riding Stables, TAHC Form 01-84, Registration Inspection for Riding Stables, TAHC's record copy is in Program Records.		
	670	Scrapie (Sheep/Goats) Herd Owner Records/Files	CE+10		CE+10		TAHC's record copy is in the Area Offices. File contains, but is not limited to the following forms: TAHC Form 91-62 Release of Disease Quarantine/Hold Order ; VS form 1-27 Permit for Movement of Restricted Animals ; TAHC		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 59 of 66

2. Agency Code		3. Agency Name							
554		TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
						Form 97-04 Order to Hold Animals on Premises ; TAHC Form 91-63 Disease Quarantine ; VS 5-29 Scrapie Test Record; VS 5-29a Scrapie Test Record			
	658	Scrapie (Sheep/Goats) Premise ID and tag order files	CE+10		CE+10	Cooperative Agreement – APHIS ** Electronic owner and tag over information is in USDA generic database; Colorado Vet Services National Animal Trace (COVSNAT) and NAIS. TAHC's record copy is in Program Records.			
	615	Slaughter Plant Surveillance Reports	CE+3		CE+3	TAHC Form 90-37. Cooperative Agreement-APHIS** AKA Slaughter Plant Inspection Report. TAHC's record copy is in the Area Offices.			
	608	S-Permits (VS 1-27)	CE+10		CE+10	VS 1-27. TAHC's record copy is in the Area Offices.			
	643	Swine Application/Renewal of Waste Feeding Facility	CE+5		CE+5	TAHC Form 00-01 or TAHC Form 03-05 (used for TDCJ - Texas Department of Criminal Justice). Includes TAHC 96-09 and correspondence. TAHC's record copy is in Program Records.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 60 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

	625	Swine Animal Health Survey and Inspection Report	CE+5		CE+5	Cooperative Agreement-APHIS** TAHC Form 96-09. TAHC's record copy in Area Offices.			
	694	Swine Brucellosis Herd Owner Records Files	CE+5		CE+5	Cooperative Agreement-APHIS** TAHC Form 91-26 and 91-26a. TAHC's record copy is in Program Records.			
	624	Swine Herd Testing/ Pseudorabies/Brucellosis Swine Herd Status Owner Records/Files Validated (BR) and Qualified (PRV)	CE+5		CE+5	Cooperative Agreement-APHIS** TAHC Form 99-07, 91-26, 91-26a and 96-10. This includes Validation and/or Qualification. TAHC's record copy is in Program Records.			
	630	Swine Market Records	CE+4		CE+4	TAHC's record copy is pink in color and is kept in the Area Office. AKA Livestock Market Test Chart/Record (VS 4-54).			
	631	"Swine Pseudorabies Report" Monthly USDA-VS report prepared by TAHC.	CE+10		CE+10	VS Form 7-1. TAHC's record copy is in the Central Office, within AHPD.			
	653	Swine Reconsignment Permit	CE+1		CE+1	TAHC Form 93-10; aka Pseudorabies Permit and Quarantine Order. TAHC's record copy in Area Office.			
	632	Swine Slaughter Records	CE+1	3	CE+4	TAHC's record copy is pink in color and is kept in the Area Office. AKA Slaughter Plant Test Charts/Record (VS 4-54).			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 61 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
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			

	645	Swine Survey Information	CE+5		CE+5	See series number 625.		
	633	Swine Test Records/Swine Herd Owner Records/Files Pseudorabies/Brucellosis Herd File NOTE: These are not Validated (BR) or Qualified (PRV) Herd Status Files.	CE+5		CE+5	Cooperative Agreement-APHIS** TAHC's record copy is in the Area Offices. File contains, but is not limited to the following forms: TAHC Form 91-62 Release of Disease Quarantine/Hold Order ; VS form 1-27 Permit for Movement of Restricted Animals ; TAHC 91-26 and 91-26a Swine Test Record ; TAHC 91-28S Field Investigation of MST Reactor ; VS Form 4-54 Brucellosis Test Record Market Testing Program ; SF 15-39 Daily Kill Schedule ; TAHC Form 97-04 Order to Hold Animals on Premises ; TAHC Form 95-22 Epidemiological Investigation Report ; TAHC Form Pseudorabies Program Herd Plan . NOTE: AC= Record will be retained until the herd operation no longer in existence. Records with no activity will be reviewed every 5 years to determine if the herd operation is still in existence. The review must be documented and placed inside the record. The documentation must include who did		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 62 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency		Storage		Total		9. Remarks		
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
	671	Trichomoniasis Herd Files		CE+10		CE+10						
	634	Tuberculosis Herd Owner Records/Files		CE+15		CE+15						

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 63 of 66

2. Agency Code		3. Agency Name		7. Retention Period				8. Archival		10. 106 No.		11. TSLAC ONLY Amend . No.
554		TEXAS ANIMAL HEALTH COMMISSION		Agency	Storage	Total	9. Remarks					
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title										
							Form 1-24 Proceeds from Animal Sold for Slaughter.					
	638	Tuberculosis Investigation Cases		FE+5	5	FE+10	Includes but is not limited to the following forms: VS 6-35, 6-4a, 6-4b and TAHC Form 04-13 "TB Trace Transfer Document". TAHC's record copy is in the Central Office, Program Records, Data Entry.		02-554-040			
	639	Tuberculosis Management Plans, Policies, and Diagnostics		CE+10		CE+10	TAHC's record copy is in the Central Office, Animal Health Program Department (AHPD).					
	646	Tuberculosis Report, Monthly USDA-VS report for cattle and cervid prepared by TAHC.		CE+10		CE+10	VS Form 6-2. TAHC's record copy is in the Central Office, AHPD.					
	647	Tuberculosis Report, Yearly USDA-VS report for cattle and cervid		CE+10		CE+10	VS Form 6-38. TAHC's record copy is in the Central Office, AHPD.					
	648	Tuberculosis Status Herd Files		CE+10		CE+10	Cooperative Agreement – APHIS** TAHC Form 96-21, 96-22, 96-23, 96-24, 94-47 and 90-72. VS Form 6-22 and 6-22b. TAHC's record copy is in Program Records. These include the following Accredited - Cattle, Cervid, and Goats; Monitored, Surveyed, and Qualified – Cervids.					

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	MO – Months	US – Until Superseded	R – Review by State Archivist
AV – Administrative Value	FE – Fiscal Year End						



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 64 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend . No.
			Agency	Storage	Total				
	635	Tuberculosis Test Records excluding tests in 648 (above	CE+1	9	CE+10	VS Form 6-22 and 6-22c. TAHC's record copy is in the Area Offices.	02-554-039		
	636	Veterinarian Biologics Approvals	AC+2		AC+2	AC= Settled. Corresponds with companies seeking approval to conduct field safety trials or tests, market biologics or test kits, or distribute autogenous bacterins.TAHC's record copy is in the Central Office, Epidemiology. (Examples Approved Autogenous Bactrains, Field Trails, Vac/test kits.)			
	607	Veterinarian Fee Basis Agreement	AC+4		AC+4	AC=After Closed. TAHC's record copy is in Financial Services.			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 65 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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		

	701	"91-28 Worksheet"	CE+2		CE+2	Use mainly in the Austin Laboratory.		
	702	Inspector, Slaughter and Particle Concentration Fluorescence Immunoassay (PCFIA) Worksheets for Non-negative results	CE+2		CE+2	TAHC Form 01-59. TAHC's record copy is filed and kept in originating laboratory.		
	703	Pseudorabies Virus (PRV) Worksheet	CE+2		CE+2	TAHC Form 01-67. TAHC's record copy is filed and kept in originating lab; Fort Worth or Austin.		
	705	Reference/ Performance Verification Particles (PVP) Worksheet	CE+2		CE+2	See item number 711 - PCFIA Quality Control Log.		
	706	PCFIA Reference/PVP Worksheet	CE+2		CE+2	See item number 708 – Card Test Control Sheet.		
	708	Card Test Control Sheet	CE+2		CE+2	See item number 709 – Rivanol Control Sheet.		
	709	Rivanol Control Sheet	CE+2		CE+2	See item numbers 713 – Export Quality Control Log and 714 – Rivanol Quality Control Log.		
	710	Rapid Automated Presumptive (RAP) Daily Log	CE+2		CE+2	See item number 715 – RAP Quality Control Log.		
	711	PCFIA Quality Control Log	CE+2		CE+2	Includes but is not limited to: TAHC form 01-54 Reference/PVP Worksheet, PCFIA Lamp		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 66 of 66

2. Agency Code 554		3. Agency Name TEXAS ANIMAL HEALTH COMMISSION						
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			
						Calibration Log 01-53, PCFIA Control Log Form 01-55. Copies are filed in PCFIA Quality Control Book at each originating laboratory.		
	712	Card Test Quality Control Log	CE+2		CE+2	Includes but is not limited to: TAHC form 01-88, Card Test Control Log is kept in the originating laboratory.		
	713	Export Quality Control Log	CE+2		CE+2	TAHC forms Card Test Control Log 01-77, Rivanol Control Log 01-63, Standard Plate Test Control Log 01-40, Standard Tube Test Control Log are filed in the Export Q.C. Book at the Austin Laboratory.		
	714	Rivanol Quality Control Log	CE+2		CE+2	TAHC's record copy if filed in Quality Control Book at originating satellite laboratory		
	715	RAP Quality Control Log	CE+2		CE+2	TAHC's record copy is filed in RAP Quality Control Book at each originating laboratory.		
	716	PRV Quality Control Log	CE+2		CE+2	TAHC's record Autolex (Anti-PRV Screen) (ALX) Control Log copy filed in Fort Worth and Austin laboratories.		
	717	Fluorescence Polarization FP Quality Control Log	CE+2		CE+2	TAHC's record copy is filed in Austin Laboratory.		

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			