

May 28, 2021



Mary Ann Thomas  
Inventory and Records Retention Coordinator  
Animal Health Commission  
PO Box 12966  
Austin, TX, 78711

Dear Mary Ann Thomas,

2 of the 8th recertification of your agency's records retention schedule is approved for use as of **5/1/2021** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

Joslyn Ceasar  
512-463-5477  
[jceasar@tsl.texas.gov](mailto:jceasar@tsl.texas.gov)

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

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

[www.tsl.texas.gov](http://www.tsl.texas.gov)

*Commission Chair*  
Martha Wong

*Members*

David C. Garza  
F. Lynwood Givens  
Arthur T. Mann  
Bradley S. Tegeler  
Darryl Tocker

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Gloria Meraz

Sincerely,

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

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 554

Agency Name 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 [Handwritten Signature]

Name (Print or type) Mary Ann Thomas

Date 11/19/2020

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature

Name (Print or type)

Date

Not Required at This Time

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

Signature [Handwritten Signature]

Name (Print or type) Gloria Meraz

Date 5-25-2021

Cert/Recert No. 8 Amendment No. 2

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# CAUTION

A state record with an expired retention period 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 with a retention period that 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.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (\*) preceding the Agency Item Number (AIN).

State and Local Records Management Division  
Texas State Library and Archives Commission  
(Rev. 7/20)





**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end  
 FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

Archival Codes (Field 10)

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					Years	Months	Days				
105	1.1.002	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= 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.	
100	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC= September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival. TAHC's record copy is in Financial Services.	



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117	1.1.006	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= 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.	



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102	1.1.007	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				R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.	



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103	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	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.	
101	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1					TAHC's record copy is with the originator.	
110	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				A	TAHC's record copy is with the Executive Assistant.	



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140	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.	





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138	1.1.014	Legal Opinions and Advice	From agency General Counsel or the Office of the Attorney General, including any requests eliciting the opinions.	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.	
*111	1.1.019	Public Relations Records	News, press releases, or any public relations fields maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records	CE	2				R	TAHC's record copy is with the Communication's Department	
118	1.1.020	Public Information Requests - Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).	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.	



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					Years	Months	Days				
119	1.1.021	Public Information Requests - Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	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.	
128	1.1.023	Organization Charts		US					A	TAHC's record copy is with the Human Resources Director.	
143	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	



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115	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC= Date of publication in the Texas Register.		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.	
*141	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	2			AC= End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
120	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1					TAHC's record copy is with the employee who conducted the training.	



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					Years	Months	Days				
121	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	10			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.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. TAHC's record copy is with the General Counsel.	
122	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with § 2054.095 and § 2056.002, Government Code.	AC	6			AC= September 1 of odd-numbered calendar years.	A	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.	



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					Years	Months	Days				
129	1.1.057	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= 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).	



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					Years	Months	Days				
104	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM					A	ARCHIVES NOTE: 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.	



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145	1.1.059	Meetings, Certified Agendas, or Audio Recordings of Closed Meetings	Certified agendas or audio recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC= The date of the meeting or completion of pending action involving the meeting, whichever is later.		Government Code, 551.104(a). SEE caution comment at Record Series Item No. 1.1.058	
123	1.1.060	Meetings, Audio or Videotapes of Open	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	AC= 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. SEE caution comment at item number 1.1.058. TAHC's record copy is with Executive Assistant for the Executive Director and General Counsel.	



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					Years	Months	Days				
130	1.1.061	Meeting - Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC= Approval of the formal minutes by the governing body.		SEE caution comment at item number 1.1.058. TAHC's record copy is with the Records Administrator.	
131	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	SEE caution comment at item number 1.1.058.	
132	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation taken at internal agency staff meetings.	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).	





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					Years	Months	Days				
124	1.1.064	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					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.	
144	1.1.066	Reports - Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			AC= September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	



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142	1.1.067	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				R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix for more information. If report has historical relevance, do not destroy but send to State Archivist at the end of the retention period.	
116	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices.	AC	6			AC= September 1 of odd-numbered calendar years.		AKA Reports - Reports on Performance Measures. TAHC's record copy is with the Program Statistics Coordinator.	
114	1.1.070	Agency Rules, Policies, and Procedures - Final	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC= Completion or termination of program, rules, policies or procedures.	R	SEE ALSO: Agency Rules, Policies and Procedures - Working Files, item number 1.1.071.	



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133	1.1.071	Agency Rules, Policies, and Procedures- Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			AC= Completion or termination of program, rules, policies or procedures.	R	See also item number 1.1.070.	
134	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities	AC	2			AC= Upon submission to the AG Office.		TAHC's records copy is with the General Counsel.	
135	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			AC= Last action.	R	TAHC's records copy is kept in Human Resource.	
136	1.1.074	Sunset Review Report and Documentation		AC	3			AC= After the subsequent Sunset Review.	R	TAHC's records copy is with the General Counsel.	



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137	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code, §2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			AC= Date of final agreement.		TAHC's records copy is kept in Human Resource.	Texas Civil Practice and Remedies Code, Chapter 154.071.
125	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	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.	
106	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US						TAHC's record copy is with the Forms Administrator.	
107	1.2.005	Records Retention Schedule (SLR 105) -- Agency copy	Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C) and/or other forms designated by the State Records Administrator.	US						AKA Records Retention Schedule (SLR 105). TAHC's record copy is with the Records Administrator.	



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108	1.2.006	Records Transmittal Forms	Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC= Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records administrator.		AKA Records Transmittal Form (RMD 101). Agency copy (includes RMD 101, Tx-R-5, 306- 58-1, and Agency Storage Forms). TAHC's record copy is with the Records Administrator.	
109	1.2.008	Request for Authority to Dispose of State Records (RMD 102)	Agency copy.	FE	3					NOTE: TAHC's record copy is with the Records Administrator. Original is maintained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
112	1.2.010	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					NOTE: Logs must show records series title, dates of records, and date destroyed or transferred. TAHC's record copy is with the Records Administrator.	



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126	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency copy.	US						TAHC's record copy is with the Records Administrator.	
127	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1					TAHC's record copy is with the Records Administrator.	



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113	1.3.001	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.	AC	2			AC= Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC 3.1-3.16). TAHC's record copy is with the originator of the publication.	



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139	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R	TAHC record copies are in the Public Information Office (PIO).	
206	2.1.001	Processing Files	Machine-readable files used in the creation, utilization, and updating of master files.	AC				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.	





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202	2.1.002	Master Files	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC= Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere. TAHC's record copy is at the TSLAC.	
201	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/source code, etc.	AC				AC= Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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200	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC= Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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203	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or subsystem definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC= Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		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.	13 TAC 6.94; 13 TAC 6.97(a).



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207	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC= All audit requirements have been met.			
208	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
205	2.2.010	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					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.	



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209	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				AC= No longer needed as an audit trail for any records modified.			
210	2.2.014	Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



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211	2.2.015	History Files - Web Sites	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
212	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						
300	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	2			AC= Position filled.		AKA Applications for Employment - Not Hired. TAHC's record copy is in Human Resources.	29 CFR 1602.31 [State Agencies].



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301	3.1.002	Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			AC= Termination of employment.		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.	
*302	3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC	5			AC= Termination of employment.		TAHC's record copy is kept in the supervisor's file. Notes of the counseling are kept in the supervisory file.	
*303	3.1.011	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= 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 the personnel file. See 3.3.011	



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307	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	AC	2			AC= After closing date on announcement.		TAHC's record copy is in Human Resources.	29 CFR 1602.31 [State Agencies].
304	3.1.014	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= after position is filled.		CAUTION: Does not include criminal history checks. SEE item number 3.1.026. TAHC's record copy is in respective position file in Human Resources.	29 CFR 1602.31 [State Agencies].





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316	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	2			AC= Final decision on the grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item number 1.1.048. TAHC's record copy is in the General Counsel's Office if grievance or in Human Resources Director's Office if complaint.	
321	3.1.019	Performance Appraisals		AC	5			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.	29 CFR 1620.32(c).



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322	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC= Termination of corrective action.		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.	



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305	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, 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= Termination of employment.		Item kept in personnel file, see item number 3.3.011. TAHC's record copy is in Human Resources.	



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306	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	AC	5			AC= Termination of employment.		Item kept in personnel file, see item number 3.3.011. TAHC's record copy is kept in Human Resources.	29 CFR 1602.31 [State Agencies].
323	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	5			AC= Until superseded or job eliminated.		TAHC's record copy is in Human Resources.	40 TAC 815.106(i).
324	3.1.024	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= Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014. TAHC's record copy is in Human Resources.	
346	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC= The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Governemtn Code for appropriate retention and use of this information.	



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325	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC	5			AC= Termination of employment.		TAHC's record copy is in Human Resources.	
308	3.1.029	Employment Eligibility, Documentation or Verification of	Federal reporting form (INS I-9).	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).



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309	3.1.031	Employee Benefits - Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance.	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.	
329	3.1.034	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			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.	



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333	3.1.036	Apprenticeship Records	Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	AC	5			AC= Purpose of record has been fulfilled.		TAHC's record copy is kept in Human Resources.	29 CFR 30.8(e).
326	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.	AC	5			AC= Termination of employment.		TAHC's record copy is kept in Human Resources.	
338	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US						SEE item number 3.3.011. TAHC's record copy is kept in Human Resources.	



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343	3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, emails, reports, and other documentation.	AC				AC= final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	
310	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC= After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.		TAHC's record copy is in the individual's file in Financial Services; file also contains record series 3.2.005.	
311	3.2.002	Employee Earnings Records		FE	4					TAHC's record copy is in Financial Services. FE= Fiscal Year End.	40 TAC 815.106(i).
312	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC= Tax due date, date the claim is filed, or date tax is paid whichever is later.		Includes 1099, W-2, & 943. TAHC's record copy is in Financial Services.	26 CFR 31.6001-1(e)(2).





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327	3.2.005	W-4 Forms	Employer’s copy of “Employee’s Withholding Exemption Certificate.”	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).
328	3.2.007	Unemployment Compensation Records		AC	5			AC= After termination of employee.		TAHC’s record copy is in Financial Services.	
344		Disapproved Certificates of Veterinary Inspection (CVI) and Disapproved CVI Cover Letters	CVIs issued to Texas veterinarians that have been disapproved from other states of destination, and cover letter sent to Texas veterinarians notifying them of their disapproved CVIs.	FE	1					TAHC's record copy is kept in the Square 9 document management system.	
345	3.2.008	Direct Deposit Application/Authorization		US							



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313	3.2.009	State Deferred Compensation Records		AC	5			AC= All accounts with a vendor or vendors for the individual participant have been closed.		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas. TAHC's record copy is kept in Human Resources.	
339	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC	4			AC= After Completion.		TAHC's record copy is kept in Human Resources.	
330	3.3.001	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs.		5					TAHC's record copy is kept in Human Resources.	29 CFR 30.8(e) for apprenticeship plans.
314	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	FE	3					TAHC's record copy is kept in Human Resources.	



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*315	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC	75			AC= Termination of employment.		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, and 3.2.009.	
331	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3					TAHC's record copy is in Human Resources.	
317	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	FE	3					TAHC's record copy is in Financial Services.	



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340	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	Requests and authorizations for travel -- participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3					TAHC's record copy is in Financial Services.	
332	3.3.024	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					TAHC's record copy is with the Records Administrator.	
320	3.3.026	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					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.	



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341	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2					CAUTION: One copy of each different test (different in terms of either questions or administrative procedures) should be retained for the period indicated.	29 CFR 1602.31 [State Agencies].
342	3.3.028	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= After termination of employee.			29 CFR 1602.31 [State Agencies].
334	3.3.030	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					CAUTION: Does not include hazardous material training records. SEE item number 5.4.007. TAHC's record copy is in Human Resources.	
335	3.3.031	Equal Employment Opportunity (EEO)	Reports and Supporting Documentation Includes documentation used to complete EEO reports.	FE	3					TAHC's record copy is in Human Resources.	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.



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336	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3					TAHC's record copy is in Human Resources.	
319	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3					TAHC's record copy is in Human Resources.	
318	3.4.006	Time Cards and Time Sheets		FE	5					Includes RSIN 3.4.007 Time Off &/or Sick Leave Requests. TAHC's record copy is in Human Resources.	40 TAC 815.106(i).
337	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	FE	3					TAHC's record copy is in Human Resources.	
400	4.1.001	Accounts Payable Information	First Point warrants receipts.	FE	4					TAHC's record copy is in Financial Services.	
401	4.1.003	Canceled Checks/Stubs/Warrants/Drafts Voided check/stubs	Travel Advance and Petty Cash accounts.	FE	4					TAHC's record copy is in Financial Services. This includes TAHC Form 96-03. (Used for Petty Cash)	



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444	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing, specifications, etc.	FE	3						
420	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets. Budget vouchers (doc type A and B).	FE	4					TAHC's record copy is in Financial Services.	
426	4.1.008	Electronic Fund Transfers	Direct Deposit Registers.	FE	4					DAFR 3691 Direct Deposit Payees.	
402	4.2.001	Cash Deposit Vouchers	Cash deposit vouchers (doc type D - including receipt copies).	FE	4					TAHC's record copy is in Financial Services.	
403	4.2.003	Daily Cash Receipts Logs		FE	4					TAHC's record copy is in Staff Services.	
421	4.2.004	Encumbrance Vouchers	Encumbrance vouchers (doc type E)	FE	4					TAHC's record copy is in Financial Services.	
404	4.2.005	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	4					TAHC's record copy is in Financial Services.	
405	4.2.006	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	4					Includes Comptroller Account Transmittal. Summary Detail TAHC's record copy is in Financial Services.	



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406	4.2.007	Expenditure Vouchers	Travel vouchers (doc type 1); Payroll vouchers (doc type 4).	FE	4					TAHC's record copy is in Financial Services.	
422	4.3.003	Expenditures Journals or Registers	DAFR7400 Agency Budget Activity Detail; DAFR8190 Daily Document Activity (interest)	FE	4					TAHC's record copy is in Financial Services.	
442	4.4.002	Accounts Receivable Ledgers		FE	3						
408	4.4.004	Employee Savings Bond Ledgers	USPS Report 29, Federal Reserve Savings Bond Tape Report; USPS Report 187, Bond Update Report.	FE	4					TAHC's record copy is in Financial Services.	
*409	4.5.002	Worksheets for Preparing Fiscal Reports		FE	5						
*410	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See RSIN 4.7.008.	





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411	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report).	AC	6			AC= September 1 of odd-numbered calendar years.	A	CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. 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.	



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413	4.5.005	External Fiscal Reports	Updates to Federal Funds Application database Legislative Budget Board (LBB).	FE	4					TAHC's record copy is in Financial Services.	
414	4.5.006	Annual Operating Budgets	Operating Budget (including working papers)	FE	4					TAHC's record copy is in Financial Services.	
415	4.6.001	Balancing Records		FE	4					Work measures reconciliation reports. TAHC's record copy is maintained by Area Office that did data entry.	
416	4.6.002	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	4					TAHC's record copy is in Financial Services.	
417	4.7.001	Accounting Policies and Procedures Manual		US	4					These are stand alone Polices. TAHC's record copy is in Financial Services.	
423	4.7.002	Bank Statements	Bank Statement - Travel Advance and Petty Cash accounts.	FE	4					TAHC's record copy is in Financial Services.	
424	4.7.003	Returned Checks/Warrants/Drafts -- (Uncollectible)	Returned Checks.	AC	4			AC= After deemed uncollectible.		TAHC's record copy is in Financial Services.	



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427	4.7.004	Capital Asset Records	All records pertaining to the complete life of a capital asset.	LA	3					TAHC's record copy is in Financial Services.	
418	4.7.006	Comptroller Statements	DAFR7410 Agency Budget Activity Summary (various selections).	FE	4					TAHC's record copy is in Financial Services. DAFR3651 Warrant Register; Operating Statement and DAFR 8590.	
425	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	4					Will need to print DAFQ reports. TAHC's record copy is in Financial Services.	
*428	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC= Until superseded, date of expiration, or termination of employee, whichever sooner.			
440	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received from the TFC for services provided.	FE	3						
*445	4.1.006	Employee Savings Bond Ledgers		FE	5						
*446	4.5.002	External Fiscal Reports	Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	5						
*447	4.5.002	Comptroller Statements		FE	5						



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					Years	Months	Days				
500a	5.1.001	Contracts and Leases	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			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. SEE related item number 5.2.028 Building Construction Contract and Inspection Records.	Government Code, 441.1855
500b	5.1.001	Contracts and Leases	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. a) Executed, renewed, or amended on or before August 31, 2015.	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. SEE related item number 5.2.028 Building Construction Contract and Inspection Records.	Government Code, 441.1855



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535	5.1.003	Delivery Reports		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.	
536	5.1.004	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						Vet Database Mail List; Public Information Mail List; NAIS Mail List; Program Records Mail List. TAHC's record copy is in Information Resources.	
507	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3					TAHC's record copy is in Staff Services.	
537	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV						Item is kept in Contracts and Leases, see item number 5.1.001. TAHC's record copy is in Staff Services.	
508	5.1.012	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					TAHC's record copy is with the General Counsel.	
538a	5.1.013	Insurance Policies	For vehicles, equipment, etc. A) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC= Expiration or termination of the policy according to its terms.		TAHC's record copy is in Staff Services.	Government Code, 441.1855



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538b	5.1.013	Insurance Policies	For vehicles, equipment, etc. B) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC= Expiration or termination of the policy according to its terms.		TAHC's record copy is in Staff Services.	Government Code, 441.1855
509	5.1.014	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					TAHC's record copy is in the Administration Division.	
539	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities.	FE	4					Item is kept in Contracts and Leases, see item number 5.1.001, also see item 5.3.008.	
553	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC	10			AC= Completion of project.	R	SEE ALSO item number 5.2.028.	
510	5.2.006	Property Destruction, Certificates of		FE	3					TAHC's record copy is in Staff Services.	
540	5.2.007	Damage Reports	Reports of damage to state property.	FE	3					TAHC's record copy is in Staff Services.	



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541	5.2.008	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					Item is kept in Contracts and Leases, see item number 5.1.001.	
501	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3					TAHC Form 95-15 (Property Transfer Report); TAHC Form 14-05 (Interagency Equipment Transfer) TAHC's record copy is in Staff Services.	
550	5.2.010	Equipment Manuals		LA							
542	5.2.011	Equipment Warranties		AC	1			AC= Expiration of Warranty.		Item is kept in Contracts and Leases, see item number 5.1.001.	
543	5.2.012	Estimate Files (Supply and Repair Cost Estimates)		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.	
502	5.2.014	Inventory - Annual Physical	Property, equipment, supply verification.	FE	3					TAHC's record copy is in Staff Services.	
503	5.2.015	Notices of Equipment Removed From Inventory	Includes any inter- and intra-agency correspondences regarding asset disposals.	FE	3					TAHC's record copy is in Staff Services.	



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504	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfers.	FE	3					TAHC's record copy is in Staff Services.	
511	5.2.017	Lost & Stolen Property Reports	Includes Police Reports, PTRs , and any correspondences.	FE	3					TAHC's record copy is in Staff Services.	
512	5.2.021	Surplus Property Sale Reports		FE	3					TAHC's record copy is in Staff Services.	
505	5.2.023	Year-to-Date Activity (Inventory Listing)	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3					TAHC's record copy is in Staff Services.	
513	5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	FE	2					TAHC's record copy is in the Executive Section.	
544	5.2.027	Space Utilization Reports		AV						TAHC's record copy is in Staff Services.	
552	5.2.028	Building Construction Contract and Inspection Records	Building construction contracts, surety bonds, and inspection records.	LA	10				R	SEE ALSO item number 5.2.002	





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545	5.3.002	Freight Bills Paid		FE	3					See item number 4.2.005 Purchase Voucher; file located in Financial Services.	
514	5.3.003	Freight Claims		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.	
546	5.3.005	Packing Slips		AC				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.	
515a	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. A) Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC= Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		Item is kept in Contracts and Leases see item number 5.1.001.	



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515b	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. B) Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					Item is kept in Contracts and Leases see item number 5.1.001.	
515c	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations. C) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission etc.).	AC	2			AC= Date of notification of denial or date of withdrawal, as applicable.		Item is kept in Contracts and Leases see item number 5.1.001.	
516	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3					TAHC's record copy is in Staff Services.	



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506	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	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.	
520	5.4.001	Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years. TAHC's record copy is in Human Resources.	29 CFR 1904.33.
551	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
521	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	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.	
522	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			AC= Deficiency corrected.		TAHC's record copy is with the General Counsel	



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531	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency hazard communications program.	AC	5			AC= Termination of last employee trained.		TAHC's records copy is kept in Human Resources.	Texas Health and Safety Code, 502.009(g).
532	5.4.008	Hazard Communication Plans		US	5					TAHC's records copy is with the agency Safety Officer.	Texas Health and Safety Code, 502.009(g).
533	5.4.009	Workplace Chemical Lists		AC	30			AC= After lists are updated or hazardous chemical no longer stored by agency, as applicable.		TAHC's records copy is kept in Staff Services.	Texas Health and Safety Code, 502.005(d).
534	5.4.010	Safety Data Sheets		AC				AC= After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		TAHC's records copy is kept in Staff Services.	
524	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC	2			AC= Until superseded, date of expiration, or date of termination, whichever sooner.		TAHC's record copy is in Staff Services.	
525	5.4.013	Disaster Preparedness and Recovery Plans		US						AKA Disaster Recovery Plan. TAHC's record copy is on the File Server, within the "IR" Folder.	



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547	5.5.001	Billing Detail - Telecommunications (Other Than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE item number 5.5.006 for TEX-AN billing detail. See item number 4.2.005 Purchase Voucher; file located in Financial Services.	
548	5.5.006	Billing Detail - Telecommunications (TEXAN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	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.	
549	5.5.007	Disputed Call Documentation	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE	3					See item number 4.2.005 Purchase Voucher; file located in Financial Services.	



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526	5.6.003	Inspection Repair and Maintenance Records - Vehicles		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.	
527	5.6.004	License and Driving Record Checks		AC				AC= Until superseded or until termination of employment.		License & driving record checks are in Staff Services with the agency Fleet Manager.	
528	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3					See record series 5.6.003. TAHC's record copy is in Staff Services with the agency Fleet Manager.	
530	5.6.007	Vehicle Titles & Registrations		LA	1					TAHC's record copy is kept in Staff Services.	
654		Adjacent Equine Testing Requests	A form used to request EIA testing for an adjacent premises. TAHC Form 02- 06.	AC	1			AC= Retain for one year after close, or after date that tests requirements are met or request is dismissed.		TAHC's record copy is in the Area Office.	
655		Approved Feedyards/Approved Pens	Used for specific diseases. Includes but is not limited to the application, feedlot/pens diagram, and correspondence. TAHC Form 07-02.	AC	3			AC= After close of location or loss of status.		TAHC's record copy is in Program Records.	



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660		Approved for Designated Pen Status (Inactive)	A permit granting permission to feed nonrestricted waste food to swine. TAHC Form 91-79.	AC	3			AC= After close of location.		TAHC's record copy is in Program Records. Used for specific diseases.	
621		Avian Inspection Forms	Fowl Registration/ Exotic Newcastle Disease (END) Program Survey and Avian Inspection Report. TAHC Form 03-10.	CE	1					Note - These are premises that do not meet Fowl registration Program (FRP) requirements at this time. TAHC's record copy is in Program Records.	
618		Brucellosis Certified Free Herd Files (Cattle, Cervidae, Goats)	Files containing premises information and testing charts for cattle, cervidae, and goats enrolled in the Brucellosis Certification Program. 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.	CE	5					TAHC's record copy is in Program Records.	



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*613		Brucellosis Herd Owners Records/Files	Cooperative Agreement-APHIS** AKA Program Herd Files, Quarantine Herd Files, Hold Order Herd File, Adjacent Herd File, and Trace Back Herd File. File contains, but not limited to the following: TAHC 91-28 (for cattle), 91-28S (for Swine); VS 4- 54, Brucellosis Test Record Market Testing Program; SF 15-39 Daily Kill Schedule; TAHC 91-63; BRRS Form Automated Test Chart; TAHC Form 93-18; TAHC Form 93-17; VS Form 1-23 Appraisal and Indemnity Claim form; VS Form 1- 23A; SF Form 4-48 Cleaning and Disinfection Report; VS 1-27 and 1-27A Permit for Movement of Restricted Animals; TAHC 91-26; TAHC 91-62; BRRS Form 92-21; BRRS Trouble Report Form ; TAHC 96-08; TAHC 92-52; VS 4-33 Brucellosis Test Record ; TAHC Form 97-04; TAHC Form 93-14; SF Form 4-76 Brucellosis Herd Depopulation - Indemnity Request ; VS Form 4-108; VS Form 4-108A; VS Form 108B Moved from Infected Herd ; VS Form 4- 108C Epi. Report - Area Herds.	CE	5					TAHC's record copy is in the Area Offices. NOTE: Record will be retained for 5 years after the test case closes.	





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619		Brucellosis Milk Surveillance Test (BMST) Records	Collection test samples collected for lab testing. aka: Milk Sample Collection Report. Cooperative Agreement-APHIS** TAHC Form 81-136 and TAHC Form 00-07 AKA - Brucellosis Ring Test.	FE	3					TAHC's record copy is in Program Records.	
617		Brucellosis Test Records	All test results and charts pertaining to all Brucellosis tests (excluding Swine).	CE	5					Note: Excluding Swine. 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.	
600		Brucellosis Vaccination Records, Cattle	A record indicating that a vaccination took place at a premises, with date and vaccination type. Cooperative Agreement-APHIS** Calhhood Vaccination Records (VS 4-26).	CE	5					TAHC's record copy is at the Federal Office Records Center; document shipped from the State Office monthly for storage.	



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601		Certificate of Veterinary Inspection (CVI)	A document, submitted by a veterinarian, signifying the health and transportation of livestock. AKA Health Certificates TAHC Form 00- 10 and 99-08. Includes out-of-state and instate health certificates from USPS, the Global Vet Link system.	FE	5					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.	
*664		Cervid Chronic Wasting Disease (CWD) Monitored Herd Owner Files	Files containing monitored premises information and testing charts for cervidae. TAHC Form 00-08 CWD Complete Monitored Cervidae Herd Agreement. TAHC Form 02-03 Annual Cervidae Report. TAHC Form 13-06; 13-05; 17-10; 17-11. TAHC forms 03-06 A & B.	CE	10					TAHC's record copy is kept in the Square 9 document management system.	



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659		Commuter Herd Agreements Cattle, Swine, and Poultry	Agreements made by multiple states to move herds/flocks without testing or CVIs. 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 Agreements initiated by other states.	CE	3					TAHC's record copy is in Program Records	
640		Dairy Information Worksheets	A detailed inventory of activity and information regarding specific dairies. TAHC Form 00-07.	FE	3					Once completed TAHC's record copy is in Program Records.	
650		Disease Quarantine Order	A record of an imposed quarantine on a premise. TAHC Form 91-63.	CE	3					TAHC's record copy is in the Area Office.	
603		E-Permits	An permit issued for entry into Texas for certain species and/or conditions. E-Permits "Entry" Permits of all types.	FE	5					TAHC's record copy is in the Central Office, Program Records Department on database called Permit Tracker.	



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611		Ectoparasite (Tick) Collection Reports	Copy of USDA Form 5-38 pertaining to the collection and laboratory submission of an Ectoparasite. VS Form 5-38.	CE	1					TAHC's record copy is in the Area Offices.	
627		Epidemiology Reports	Presents an overview of a case investigation.	CE	10					Cooperative Agreement-APHIS** TAHC's record copy is in the Area Offices.	



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626		Equine Infectious Anemia (EIA) Herd Files	Cooperative Agreement-APHIS** AKA Herd Files, Quarantine Herd Files, Hold Order Herd, Program File, Adjacent Herd File, and Trace Back Herd File.	CE	5					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 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. NOTE: Record will be retained until the herd operation no longer in existence.	



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641		Equine Interstate Movement Passports	A document used for 6 months travel of equine. TAHC Form 00-02; TAHC Form 00-03; Includes "Go Pass" from Global Vet Link System.	CE	3					TAHC's record copy is in Program Records.	
649		Feedyard Inspection Reports	Files containing owner information for feedyards. TAHC Form 08-03.	CE	3					TAHC's record copy is in the Area Offices.	
*656		Feral Swine Facility Herd	Files containing owner information for feral swine facilities. TAHC form 93-27 and 09-01.	CE	3					TAHC's record copy is in Area Offices. File contains pen pictures, diagrams, correspondence and copies of TAHC Form 98-39.	
644		Feral Swine Facility Inspection Reports	Reports on feral swine facility inspections. TAHC Form 98-39.	CE	5					TAHC's record copy is in Area Offices.	
612		Field Investigation of Market Cattle Inspection (MCI) Test Reactor	Trace investigations of Brucellosis Positives at market or slaughter, specific to Cattle. TAHC Form 91-28.	CE	5					Used for trace back on cattle. TAHC's record copy is in the Area Offices.	
614		Field Investigation of Market Swine Test (MST) Reactor	Trace investigations of Brucellosis Positives at market or slaughter, specific to Swine. TAHC Form 91-28S.	CE	5					Used for trace back on swine. TAHC's record copy is in the Area Offices.	



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620		Flock Owner's Records (Chickens, Ducks, Turkeys)	Files containing owner, premise and flock information (specific to fowl). AKA Pullorum Typhoid Flock Files.	CE	5					TAHC's record copy is in the Area Offices. Includes all restricted flocks including but limited to: Chickens, Ducks, Turkeys.	
673		Flock Owner's Records (Goats and Sheep)	Files containing owner, premise, and flock information (specific to goats and sheep)	CE	5					Sheep, Goats, etc. Cooperative Agreement-APHIS** on Sheep.	
623		Foreign Animal Disease Investigation Records	Presents an overview of a case investigation specific to Foreign Animal Disease (FAD).	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.	
651		Form A Movement form for Tick Free Herds	States that livestock have been inspected for scabies, ticks, and screwworms, and are free of infestation.	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 noninfested premises.	



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*637		Fowl Registration Records	Files for participants of Fowl Registration Program (FRP).	CE	3					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 Individual Field Offices.	
628		Garbage Permits, Canceled	Permits to feed garbage, canceled. TAHC Form 99-15. Includes but is not limited to the application, permit, inspections and correspondence.	CE	3					TAHC's record copy is in Program Records.	





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609		Herd Files, Miscellaneous	This refers to all categories of herd files not defined elsewhere. These include Fever Tick. Also, includes Equine VEE vaccination records which are kept in Program Records.	CE	5					TAHC's record copy is in the Area Offices. NOTE: Records with no activity will be reviewed every 5 years to determine if the herd operation still 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.	
665		Johne's Disease Herd Owner's Records	Voluntary program for herd owners. 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.	CE	5					The herd owners within this program are all volunteering to have their herd checked for Johne's disease. TAHC's record copy is in Central Office.	
606		Livestock Dipping/Inspection Reports	Files pertaining to dipping vats.	CE	3					TAHC's record copy is in the Area Offices.	
605		Livestock Market Inspection Reports	A compiled report of inspections performed on animals in Texas markets. TAHC Form 92-67a.	CE	3					TAHC's record copy is the Area Office. NOTE: This includes the supervisor's inspection.	



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629		Livestock Market Summary Reports	A report compiled by USDA of TAHC area office Livestock Market Reports.	CE	3					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.	
667		Paratuberculosis, Bovine	See Agency Item No. 665	CE	5					See Agency Item No. 665	



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672		Premises Registration Account Files	Files containing owner information and herd information applicable to obtaining a premise ID. 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.	PM						TAHC's record copy is in the National Animal Identification System Department (NAIS) in the Central Office.	
669		Pseudorabies/Brucellosis Swine Herd Status Owner Records	Files containing owner information and swine herd testing files specific to Pseudorabies/Brucellosis.	FE	5					See Agency Item No. 624	
668		Pullorum Typhoid Flock Records	See Agency Item No. 620	CE	3					See Agency Item No. 620	
652		Request for Waiver of Regulations	Requests created by Region Directors to waive regulations when deemed appropriate for allowing entry into Texas.	CE	1					See 1.1.058 TAHC Form 95-06.	



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670		Scrapie (Sheep/Goats) Herd Owner Records	Files containing owner information and herd information specific to Scrapie testing. 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 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	CE	10					TAHC's record copy is in the Area Offices.	
658		Scrapie (Sheep/Goats) Premise ID and tag order files	Files containing both owner and flock information on a scrapie tag order form.	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 kept in the Square 9 document management system.	



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615		Slaughter Plant Surveillance Reports	Any files pertaining specifically slaughter plants and slaughter plant inspections. TAHC Form 90-37. Cooperative Agreement-APHIS** AKA Slaughter Plant Inspection Report.	CE	3					TAHC's record copy is in the Area Offices.	
608		S-Permits (VS 1-27)	TAHC's copy of USDA Form VS 1-27.	CE	5					VS 1-27. TAHC's record copy is in the Area Offices.	
643		Swine Application/Renewal of Waste Feeding Facility	Form for renewal of waste feeding facility containing owner and facility information. TAHC Form 00-01 or TAHC Form 03-05 (used for TDCJ - Texas Department of Criminal Justice). Includes TAHC 96-09 and correspondence.	CE	3					TAHC's record copy is in Program Records.	
625		Swine Animal Health Survey and Inspection Reports	Garbage Feeder Inspection Reports and Surveys. Cooperative Agreement-APHIS** TAHC Form 96-09.	CE	5					TAHC's record copy in Area Offices.	
694		Swine Brucellosis Herd Owner Records	Files containing premises information and testing charts for Swine Brucellosis. Cooperative Agreement-APHIS** TAHC Form 91-26 and 91-26a.	CE	5					TAHC's record copy is in Program Records.	



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624		Swine Herd Testing/Pseudorabies/Brucellosis Swine Herd Status Owner Records	Validated (BR) and Qualified (PRV) Cooperative Agreement-APHIS** TAHC Form 99-07, 91-26, 91-26a and 96-10. This includes Validation and/or Qualification.	CE	5					TAHC's record copy is in Program Records.	
630		Swine Market Records	Files pertaining to swine markets. AKA Livestock Market Test Chart/Record (VS 4-54).	CE	5					TAHC's record copy is pink in color and is kept in the Area Office.	
631		Swine Pseudorabies Reports	Monthly USDA-VS report prepared by TAHC. VS Form 7-1.	CE	5					TAHC's record copy is in the Central Office, within AHPD.	
632		Swine Slaughter Records	Consisting of VS 4-54 forms, specifying 'Swine Slaughter'.	CE	5					TAHC's record copy is pink in color and is kept in the Area Office. AKA Slaughter Plant Test Charts/Record (VS 4-54).	



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633		Swine Test Records/Swine Herd Owner Records	Pseudorabies/Brucellosis Herd File (NOTE: These are not Validated (BR) or Qualified (PRV) Herd Status Files.) File contains, but is not limited to the following forms: TAHC Form 91-62; VS Form 1-27 Permit for Movement of Restricted Animals ; TAHC 91-26 and 91-26a; TAHC 91-28S; VS Form 4-54 Brucellosis Test Record Market Testing Program ; SF 15-39 Daily Kill Schedule ; TAHC Form 97-04; TAHC Form 95-22; TAHC Form 96-10 Pseudorabies Program Herd Plan. TAHC Form 91-26 and 91-26a.	CE	5			AC= Record will be retained until the herd operation no longer in existence.		Cooperative Agreement-APHIS** TAHC's record copy is in the Area Offices. NOTE: 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 the reviewer, the date and result of the review. TAHC's record copy is in the Area Offices.	
671		Trichomoniasis Herd Files	Files containing premises information and testing charts for Trichomoniasis. TAHC Forms 09-03 Trichomoniasis Test Record, TAHC Form 09-04 Trichomoniasis Permit and Hold Order, TAHC Form 09-05 Trichomoniasis Virgin Status Certificate.	CE	5					NOTE: Additional documentation is being considered however has not been finalized as of this date.	



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634		Tuberculosis Herd Owner Records	Files containing premises information and testing charts for Tuberculosis. File contains, but is not limited to the following forms: VS form 6-22 Tuberculosis (TB) Test Record; VS form 1-27 and VS form 1-27a Permit for Movement of Restricted Animals and a continuation sheet. Laboratory Reports from Ames, Iowa; VS Form 6-22c TB comparative Cervical Test Record; 6-22B Continuation Sheet ; 6-22D Scattergram ; VS Form 10-04 Specimen Submission ; VS Form 1-23 and VS Form 1-23a Appraisal and Indemnity Claim; ANH Form 1-24 Proceeds from Animal Sold for Slaughter.	CE	5					Cooperative Agreement-APHIS** TAHC's record copy is in the Area Offices.	
638		Tuberculosis Investigation Cases	Presents an overview of a case investigation specific to Tuberculosis. 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".	FE	5					TAHC's record copy is in the Central Office, Program Records, Data Entry.	





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639		Tuberculosis Management Plans, Policies, and Diagnostics	Plans and policies specific to TB.	CE	5					TAHC's record copy is in the Central Office, Animal Health Program Department (AHPD).	
646		Tuberculosis Report, Monthly	USDA-VS monthly report for cattle and cervid prepared by TAHC. VS Form 6-2.	CE	5					TAHC's record copy is in the Central Office, AHPD.	
647		Tuberculosis Report, Yearly	USDA-VS annual report for cattle and cervid prepared by TAHC. VS Form 6-38.	CE	5					TAHC's record copy is in the Central Office, AHPD.	
648		Tuberculosis Status Herd Records	Files containing owner and herd information specific to TB testing. 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.	CE	5					TAHC's record copy is in Program Records. These include the following Accredited - Cattle, Cervid, and Goats; Monitored, Surveyed, and Qualified - Cervids.	
635		Tuberculosis Test Records	All files related to TB (Tuberculosis) tests.	CE	5					Note: This excludes tests in Tuberculosis Status Herd Files (see Agency Item No. 648). VS Form 6-22 and 6-22c. TAHC's record copy is in the Area Offices.	



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636		Veterinarian Biologics Approvals	Corresponds with companies seeking approval to conduct field safety trials or tests, market biologics or test kits, or distribute autogenous bacterins.	AC	2			AC= Settled.		TAHC's record copy is in the Central Office, Epidemiology. (Examples Approved Autogenous Bacterins, Field Trails, Vac/test kits.)	
*676		Compliance Action Requests	Requests from region offices for action to be taken by the Legal and Compliance Department. TAHC Form 98-44.	AC	1			AC= Once complete and closed.		This is the regions copy of the file	
*677		Cervid Chronic Wasting Disease (CWD) Trace Herd Plans	Files containing tracing premises information and testing charts for cervidae. TAHC forms 15.02, 15.03, 15.04, 15.05 and 15.06	AC	10			After record has no activity/file is closed		TAHC's record copy is in the regional offices.	
678		Tuberculosis (TB) Cervid Agreements	Agreement for single cervial tuberculin and dual-path platform (DPP) testing of cervidae species. TAHC Form 92-18.	AC				AC= After closed, terminated, completed, expired, and/or settled.		TAHC's record copy is kept in the Sqaure 9 document management system.	
*679		Cervid Chronic Wasting Disease (CWD) Positive Facility Herd Plan	Files containing positive premises information, tracing letters, and testing charts for cervidae.	AC	10			After record has no activity/file is closed		TAHC's record copy is in the regional offices.	
674		Livestock Shipment Inspection Reports	Reports from field inspectors on livestock inspections. TAHC Form 98-42 and TAHC Form 98-42a.	AC	2			AC= Once entered into Legal database.			



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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist

1. Agency Code: 554		2. Agency Name: Texas Animal Health Commission									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
675		Authorized Personnel Communication	Any document sent to and from veterinarians and chronic wasting disease (CWD) postmortem sample collectors. Includes, but is not limited to: Cadual Fold Testing Letters, Not Authorized Letters, Out of State Letters, Recertification Letters, TAPP Suspension Letters, Trichomoniasis Authorization Letters, and/or CWD Authorization Letters.	CE	5					TAHC's record copy is kept in the Square 9 document management system.	
607		Veterinarian Fee Basis Agreements	A cooperative agreement between TAHC and non-agency veterinarians regarding testing fee reimbursements.	AC	3			AC= After Closed.		TAHC's record copy is in Financial Services.	
702		Worksheets for All Results	Form used to record all test results for all tests performed for each accession at the State-Federal Laboratory.	CE	2					TAHC's record copy is filed and kept in originating laboratory.	
710		Rapid Automated Presumptive (RAP) Daily Log	Consisting of three documents: Slaughter RAP Racking, Small Group RAP Racking, RAP Sign-In Sheets.	CE	2					See Agency Item No. 715 (RAP Quality Control Log).	



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712		Card Test Quality Control Log	Log used to track Positive and Negative controls of each card test performed at the State-Federal Laboratory. (Electronic Document). Includes but is not limited to: TAHC Form 01-88.	CE	2					Card Test Control Log is kept in the originating laboratory.	
713		Export Results Worksheet	Log of each Export-type test (Card, BAPA, SPT, STT, Rivanol) performed for accessions received at the State-Federal Laboratory. (Electronic Document). TAHC forms Card Test Control Log 01- 77, Rivanol Control Log 01-63, Standard Plate Test Control Log 01-40.	CE	2					Standard Tube Test Control Log are filed in the Export Q.C. Book at the Austin Laboratory.	
714		Rivanol Quality Control Log	Log used to track Positive and Negative controls of each Rivanol test performed.	CE	2					TAHC's record copy is filed in Quality Control Book at originating satellite laboratory	
715		RAP Quality Control Log	Printouts from the RAP program with record of each positive and negative control of each plate ran on that reader on that specific date.	CE	2					TAHC's record copy is filed in RAP Quality Control Book at each originating laboratory.	



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716		PRV Quality Control Log	Logs used to track Positive and Negative controls and control validity values of each gB and G1 test performed at the State-Federal Laboratory.	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	Log used to track Positive and Negative controls of each FP Plate and FP Tube tests performed at the State-Federal Laboratory.	CE	2					TAHC's record copy is filed in Austin Laboratory.	
*800		Compliance Action Requests	Requests from region offices for action to be taken by the Legal and Compliance Department. TAHC Form 98-44.	AC	5			AC= Once complete and closed.		TAHC's record copy is filed in the central office	
801		Disapproved Certificates of Veterinary Inspection (CVI) and Disapproved CVI Cover Letters	CVIs issued to Texas veterinarians that have been disapproved from other states of destination, and cover letter sent to Texas veterinarians notifying them of their disapproved CVIs.	FE	1					TAHC's record copy is kept in the Square 9 document management system.	



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802		Authorized Personnel Communication	Any document sent to and from veterinarians and chronic wasting disease (CWD) postmortem sample collectors. Includes, but is not limited to: Cadual Fold Testing Letters, Not Authorized Letters, Out of State Letters, Recertification Letters, TAPP Suspension Letters, Trichomoniasis Authorization Letters, and/or CWD Authorization Letters.	CE	5					TAHC's record copy is kept in the Square 9 document management system.	
803		Texas Board of Veterinary Medical Examiners (TBVME) Continuing Education Documentation	TBVME continuing education (CE) applications, CE certificates, and CE sign-in sheets.	CE	5					TAHC's record copy is kept in the Square 9 document management system.	
804		Authorized Personnel Applications	Authorized Personnel Applications for veterinarian and CWD postmortem sample collectors. TAHC Form 15-07 (Veterinary Authorized Personnel Application); TAHC Form 15-08 (Certified CWD Postmortem Sample Collector Authorized Personnel Application).	AC				AC= After closed, terminated, completed, expired, and/or settled.		TAHC's record copy is kept in the Square 9 document management system.	



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805	1.1.057	Authorized Personnel 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, 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. Includes, but is not limited to: USDA letters of information, USDA letters of warning, USDA accreditation suspension letters, USDA accreditation application (VS Form 1-36A).	CE	5					TAHC's record copy is kept in the Square 9 document management system.	



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806		Authorized Personnel Hold Harmless Agreement	Authorized Personnel Applications for interns, externs, and CWD postmortem sample collectors.	AC				AC= After closed, terminated, completed, expired, and/or settled.		TAHC's record copy is kept in the Square 9 document management system.	