



March 1, 2013

Ms. Loris Jones
Executive Assistant
State Board of Veterinary Medical Examiners
333 Guadalupe #3-810
Hobby Building, Tower III
Austin, TX 78701

RE: State Board of Veterinary Medical Examiners
Retention schedule approved for use.

Dear Ms. Jones:

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 Please ensure all old copies of the schedule are superseded with this recertified copy.

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

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

Your efforts in maintaining an up-to-date records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program. Your schedule will be due for recertification on the last working day of February 2016. If you have any questions, call the information analyst assigned to your agency, Bonnie Zuber, at 512-463-0188.

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Nicole Oria

State and Local
Records Management

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

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

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*Interim
Director and Librarian*
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01-578/578



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C JF

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 578
 Agency Name Texas Board of Veterinary Medical Examiners

(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

Loris Jones

Name *(Print or type)* Loris Jones

Date 5-22-12

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

Donna Osborne

Name *(Print or type)*

Donna Osborne

Date

2/5/13

Cert/Recert No. 94

Amendment No. _____

CAUTION

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

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





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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 47

2. Agency Code 578		3. Agency Name Texas Board of Veterinary Medical Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

Agency Wide

1.1.057	ALL.01	<p>Transitory Information</p> <p><i>Records of temporary usefulness that are not an integral part of a records series within an agency's record keeping 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 on-going records series.</i></p> <p><i>Some examples, which can be in any medium 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.</i></p>	AC		AC	<p>AC = Purpose of record has been fulfilled.</p> <p>CAUTION: Records Management Officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but agencies should establish procedures governing disposal of these records as part of its records management plan.</p>		
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Retention Codes (Field 7)

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

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
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Central Administration									
1.1.006	CA.02	Complaint Records <i>Complaints received by TBVME from the public concerning the agency and records pertaining to the resolution of the complaint.</i>	AC+2		AC+2		AC=Final Disposition of Complaint CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048		
1.1.007	CA.03	Administrative Correspondence <i>Incoming/outgoing and internal correspondence, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects, and procedures that govern them. (Does not include Enforcement Correspondence)</i>	4		4	R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board of commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention period.		
1.1.008	CA.04	Correspondence – General <i>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, general inquiries, and requests for materials (does not include public information requests)</i>	2		2				

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
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1.1.010	CA.05	Directives <i>Any document that officially initiates, rescinds, or amends general office procedures.</i>	US+1		US+1				
1.1.011	CA.06	Executive Orders <i>Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.</i>	US+3		US+3	A			

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			Agency	Storage	Total			

1.1.013	CA.07	Calendars, Appointment Books and Itinerary Records <i>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.</i>	CE+1		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 OAG.		
1.1.014	CA.08	Attorney General Opinions/Correspondence <i>From agency legal counsel or the Attorney General, including any requests eliciting the opinions.</i>	AV		AV	R	Applies only if opinion was requested by this agency. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048		

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1.1.020	CA.09	Public Information Requests – Not Exempted <i>Includes all correspondence and documentation relating to request for records that are furnished to the public under Public Information Act (Chapter 552, Government Code).</i>	AC+1		AC+1		AC = date request fulfilled		
1.1.021	CA.10	Public Information Requests - Exempted <i>Includes all correspondence and documentation relating to requests for records that are exempt under exceptions to the Public Information Act (Chapter 552, Government Code)</i>	AC+2		AC+2		AC = date of notification that records are exempt		
1.1.023	CA.11	Organization Charts	US		US	A			
1.1.027	CA.12	Proposed Legislation <i>Drafts of proposed legislation and related correspondence</i>	AV		AV				
1.1.026	CA.13	Texas Register Submissions <i>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.</i>	AC+1		AC+1		AC = date of publication in the Texas Register		

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1.1.038	CA.14	Customer Surveys <i>Surveys returned by the customers or clients of TBVME, and the statistical data maintained rating the agency's performance.</i>	AC		AC		AC = Final disposition of summary report. SEE item number 1.1.067 for summary reports compiled from customer surveys.		
1.1.040	CA.15	Speeches, Papers and Presentations <i>Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.</i>	AC		AC	R	AC = End of term in office or termination of service in a state position		
1.1.055	CA.16	DIR and Operational Strategic Plan <i>Information Resources and operational strategic plans prepared in accordance with §§2054.095 and 2056.002, Government Code.</i>	AC+6		AC+6	A	AC = September 1, of odd numbered calendar years. Archival requirement met by sending copies to the Texas State Publications Depository Program TSLAC.		
1.1.058	CA.17	Meeting Agendas and Minutes <i>Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551</i>	PM	PM	PM	A	Agency retains permanent record copy. The archival requirement is met by sending a copy to the Archives and Information Services Division TSLAC. Includes microfilmed or digitally imaged files.	09-578-010	

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1.1.059	CA.18	Meetings, Certified Agendas or Tape Recordings of Closed <i>Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.</i>	AC+2		AC+2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code 551.104(a)		
1.1.060	CA.19	Meetings, Audio/Video Tapes of open meetings <i>Audio of videotapes of open meetings of state boards, commission, committees, and councils.</i>	AC+1		AC+1		AC=Official approval of written minutes of meeting. It is the agency policy to keep longer than the TSLAC minimum.		
1.1.062	CA.20	Meetings - Support Documentation <i>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.</i>	2		2	A			

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1.1.067	CA.21	Reports and Studies (Non-Fiscal) <i>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.</i>	3		3	R		
1.1.068	CA.22	Reports (Performance Measures) <i>Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices.</i>	AC+6		AC+6		AC = September 1 of odd numbered calendar years.	
1.1.070	CA.23	Rules, Office Policies, Veterinary Licensing Act - Final <i>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 that sets out the rules, policies, and procedures that govern the agency's programs, services, or projects</i>	AC+4		AC+4	R	AC= Completion or termination of program, rules, policies, or procedures. It is agency policy to keep longer than the TSLAC minimum.	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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			Agency	Storage	Total				

1.1.071	CA.24	Rules, Office Policies, Veterinary Licensing Act – Working Papers <i>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 the agency that sets out the rules, policies and procedures that govern the agency’s programs, services or projects.</i>	AC+3		AC+3	R	AC= Completion or termination of program, rules, policies, or procedures		
1.1.072	CA.25	Public Information Reports <i>Reports made to the OAG on Public Information Act activities</i>	2		2				
1.1.073	CA.26	Administrative Hearings <i>Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rule changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.</i>	AC+3		AC+3	R	AC = Last action. Includes adoption of PFDs.		
1.1.074	CA.27	Sunset Review Report and Documentation	AC+3		AC+3	R	AC = After subsequent Sunset Review		
1.2.001	CA.28	Destruction Authorizations <i>Agency level documents authorizing final disposition of records under a certified records retention schedule</i>	FE+3		FE+3				

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			Agency	Storage	Total			
1.3.001	CA.29	State Publications <i>(Newsletter – Board Notes)</i>	AC+5		AC+5	AC= Until superseded or obsolete. It is agency policy to keep longer than the TSLAC minimum. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, TSLAC, by law (Gov't Code 441.101-441.106). The TSLAC 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.		
1.3.002	CA.30	Publication Development Files <i>Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. this includes all work performed both inside and outside the agency</i>	AV		AV	R		
5.1.004	CA.31	Mail and Telecommunications Listings <i>Any mailing address, telephone or fax number, or e-mail address records maintained by TBVME on its employees or on entities or persons it serves.</i>	US		US			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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1.1.064	CA.32	Agency Performance Measures Documentation <i>Any records needed for documentation of output, outcome, efficiency, and explanatory measures in TBVME's appropriations request or strategic plan, and for performance measures used to manage TBVME.</i>	FE + 3		FE + 3			
1.1.061	CA.33	Meeting – Notes <i>Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.</i>	AC+90 days		AC+90 days	AC = Approval of the formal minutes by the governing board.		
5.1.014	CA.34	Office Procedures <i>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.</i>	US+1		US+1			

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1.1.053	CA.35	Registration Logs <i>Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission</i>	AC		AC	AC = Report filed with the Texas Ethics Commission		
5.2.026	CA.36	Facilities Reservation Logs <i>Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.</i>	2		2			
1.1.065	CA.37	Reports and Studies (Non-Fiscal)-Raw Data <i>Information or data collected and compiled for the purpose of producing non-fiscal reports.</i>	AV		AV	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule.		
1.1.066	CA.38	Reports-Biennial or Annual Agency (Narrative) <i>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.</i>	AC+6		AC+6	AC = September 1 of odd-numbered calendar years.		

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Fiscal/Accounting									
1.1.002	FA.01	Audits <i>Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors</i>	AC+7		AC+7		AC = Publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by TBVME.		
1.1.004	FA.02	Legislative Appropriations Requests	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. Copies to Texas State Publications Depository Program, TSLAC		
1.1.024	FA.03	Plans and Planning Records <i>Plans and records relating to the process of planning new or redefined programs, services, or projects of TBVME that are not included in or directly related to other records series in this schedule (Biennial Operating Plan)</i>	AC+3		AC+3	R	AC = Decision made to implement or not to implement result of planning process.		
3.1.035	FA.04	Performance Bonds <i>Bonds posted by employees and individuals or entities under contract with TBVME for the performance of the duties of a position or the terms of a contract with the agency.</i>	AC+4		AC+4		AC = Expiration or termination of the bond according to its terms.		
4.1.001	FA.05	Accounts Payable Information	FE+3		FE+3				

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4.1.002	FA.06	Billing Detail	FE+3		FE+3	CAUTION: Does not include long distance telephone billing detail		
4.1.003	FA.07	Canceled Checks/Stubs/Warrants/Drafts	FE+3		FE+3			
4.1.004	FA.08	Encumbrance Detail	FE+3		FE+3			
4.1.005	FA.09	Inventory and Other Cost Files <i>Production, job, labor, quotes, pricing, specifications, etc.</i>	FE+3		FE+3			
4.1.007	FA.10	Transfers or Budget Revisions	FE+3		FE+3			
4.1.008	FA.11	Electronic Fund Transfers <i>Direct Deposit Registers</i>	FE+3		FE+3			
4.2.001	FA.12	Cash Deposit Vouchers <i>Cash deposit slips</i>	FE+3		FE+3			
4.2.002	FA.13	Cash Receipts <i>Includes receipts for fees (permits, licenses, renewals, etc.)</i>	FE+3		FE+3			
4.2.003	FA.14	Daily Cash Receipt Logs	FE+3		FE+3			
4.2.005	FA.15	Purchase Vouchers <i>Includes Requisitions, orders, receiving reports, invoices, or statements, change orders, etc.</i>	FE+3		FE+3			
4.2.006	FA.16	General Journal Vouchers	FE+3		FE+3			
4.2.007	FA.17	Expenditure Vouchers <i>Travel, payroll, etc.</i>	FE+3		FE+3	Includes required receipts		
4.3.002	FA.18	Receipts Journals or Registers	FE+3		FE+3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4.3.003	FA.19	Expenditures Journals or Registers	FE+3		FE+3			
4.4.001	FA.20	General Ledger	FE+3		FE+3			
4.4.002	FA.21	Accounts Receivable Ledgers	FE+3		FE+3			
4.4.003	FA.22	Accounts Payable Ledgers	FE+3		FE+3			
4.5.001	FA.23	Worksheets for Preparing Fiscal Reports	FE+3		FE+3			
4.5.002	FA.24	Internal Fiscal Management Reports <i>Includes monthly budget reports</i>	FE+3		FE+3			
4.5.003	FA.25	Annual Financial Report <i>Required by the GAA (100 Day Report)</i>	AC+6		AC+6	A	AC = September 1 st of odd numbered calendar years; Copies to Texas State Publications Depository Program, TSLAC	
4.5.005	FA.26	External Fiscal Reports <i>Special purpose – i.e. federal financial reports, salary reports, etc. Includes HUB reports.</i>	FE+3		FE+3			
4.5.006	FA.27	Annual Operating Budget <i>Required by GAA</i>	FE+3		FE+3			
4.5.007	FA.28	USAS Reports – Daily	AC		AC		AC = Receipt and reconciliation of monthly report	
4.5.008	FA.29	USAS Reports – Monthly	AC		AC		AC = Receipt and reconciliation of annual report	
4.5.009	FA.30	USAS Reports – Annual	FE+3		FE+3			
4.6.002	FA.31	Reconciliations <i>Includes USAS/ABEST</i>	FE+3		FE+3			

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

4.7.001	FA.32	Accounting Policies & Procedures Manual	US+3		US+3				
4.7.002	FA.33	Bank Statements	FE+3		FE+3				
4.7.003	FA.34	Return Check Vouchers/Warrants/Drafts (Uncollectible)	AC+3		AC+3		AC = After Deemed uncollectible		
4.7.004	FA.35	Capital Asset Records	LA+3		LA+3				
4.7.006	FA.36	Comptroller Statements	FE+3		FE+3				
4.7.007	FA.37	Detail Chart of Accounts <i>One for all accounts in use for a fiscal year.</i>	FE+3		FE+3				
4.7.011	FA.38	Texas Facilities Commission Statements (TFC) <i>Charge or bill statements received by agencies from the TFC for services provided.</i>	FE+3		FE+3				
4.7.012	FA.39	Signature Authorizations <i>Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of TBVME.</i>	US+FE+3		US+FE+3				
5.1.005	FA.40	Postage Expense Records	FE+3		FE+3				
5.2.021	FA.41	Surplus Property Sale Records	FE+3		FE+3				
5.3.007	FA.42	Bid Documentation <i>Includes bid/requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.</i>	FE+3		FE+3				

Retention Codes (Field 7)

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

CE – Calendar Year End
FE – Fiscal Year End

LA – Life of Asset
MO – Months

PM – Permanent
US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.3.008	FA.43	Purchasing Logs <i>Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status</i>	FE+3		FE+3				
5.3.009	FA.44	Requests for Information <i>Requests for information preliminary to the procurement of goods or services by direct purchase or bid.</i>	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
5.5.001	FA.45	Billing Detail – Telecommunications (other than TEX-AN)	FE+3		FE+3				
5.5.006	FA.46	Billing Detail – Telecommunications (TEX-AN)	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records		
4.2.004	FA.47	Encumbrance Vouchers <i>Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.</i>	FE+3		FE+3				
4.7.009	FA.48	Fixed Asset Sequential Number Logs	US+3		US+3				

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



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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.2.023	FA.49	Year-to-Date Activity (Inventory Listing) <i>Shows additions, changes, transfers, and deletions of information within the inventory system. Data includes agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.</i>	FE+3		FE+3				

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



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Records Retention Schedule

SLR 105

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

Human Resources									
1.1.043	HR.01	Training Materials <i>Instructional materials developed by TBMVE for training entities or individuals it regulates or serves.</i>	US+1		US+1				
1.1.056	HR.02	ADA (Americans with Disabilities Act) Documentation <i>Self-evaluations and plans documenting compliance with the requirements of ADA.</i>	3		3		28 CFR 35.105(c)		
3.1.001	HR.03	Applications for Employment – Not Hired <i>Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant position is required on the application form, by application procedures, or in the employment advertisement.</i>	AC+2		AC+2		29 CFR 1602.31 State Agencies AC = Date job posting closed.		
3.1.002	HR.04	Applications for Employment – Hired <i>Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant position is required on the application form, by application procedures, or in the employment advertisement.</i>	AC+5		AC+5		AC=Termination of Employment		

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



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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.006	HR.05	Employee Counseling Notes <i>Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems.</i>	AC+5		AC+5	AC= Termination of counseling. It is agency policy to keep longer than TSLAC minimum.		
3.1.011	HR.06	Employee Insurance Records <i>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</i>	AC		AC	AC = Until superseded or termination of employment.		
3.1.012	HR.07	Employment Opportunity Announcements <i>Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.</i>	2		2	29 CFR 1602.31 [State Agencies]		
3.1.014	HR.08	Employment Selection Records <i>Includes notes of interviews with candidates, questions asked of applicants, audio or videotapes of 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.</i>	2		2	29 CFR 1602.31 [State Agencies] Does not include Criminal History Checks, SEE item number 3.1.026		

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



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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.018	HR.09	Grievance Records <i>Review of employee grievances against personnel policies, working conditions, etc.</i>	AC+2		AC+2	AC=Final Decision on the grievance. Does not include complaints filed with the EEO.		
3.1.019	HR.10	Performance Appraisals	AC+5		AC+5	AC=Termination of Employment 29 CFR 1620.32(c). It is agency policy to keep longer than TSLAC minimum.		
3.1.020	HR.11	Personnel Corrective Action Documentation <i>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.</i>	AC+5		AC+5	AC=Termination of corrective action. CAUTION: If, during the retention period of this records series, any part of this series is used 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		

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



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Records Retention Schedule

SLR 105

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.021	HR.12	Disciplinary Action Documentation <i>Disciplinary actions are those 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.</i>	AC+5		AC+5	AC=Termination of Employment		
3.1.022	HR.13	Personnel Information or Action Forms <i>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.</i>	AC+5		AC+5	AC=Termination of Employment 29 CFR 1620.31 [State Agencies]. It is agency policy to keep longer than TSLAC minimum.		

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



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Records Retention Schedule

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.1.023	HR.14	Position/Job Description <i>Job descriptions, including all associated task or skill statements, for positions in an agency.</i>	AC+4		AC+4	AC=Until superseded or job eliminated 40 TAC 815.106(i)		
3.1.026	HR.15	Criminal History Checks <i>Criminal history record information on contractors for Information Technology services, job applicants or agency employees obtained from the Department of Public Safety (DPS)</i>	AC+5		AC+5	AC=Termination of employment.		
3.1.027	HR.16	Training & Educational Achievement Records (Individual) <i>Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.</i>	AC+5		AC+5	AC=Termination of Employment		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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Records Retention Schedule

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.029	HR.17	Employment Eligibility, Documentation or Verification of <i>Federal reporting form (INS I-9)</i>	AC+5		AC+5	AC=Termination of Employment. It is agency policy to keep longer than the TSLAC minimum. 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 INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR 274a.2(b)(2)(i)(A) and (c) 2		
3.1.031	HR.18	Employee Benefits – Other than Insurance <i>Agency copies of information relating to the selection of available benefit options other than insurance.</i>	AC+2		AC+2	AC = Until superseded or termination of employment.		
3.1.034	HR.19	Resumes Unsolicited <i>Retention period applies if the agency replies to the sender of a resume that it will be kept on file should future job openings occur.</i>	AV		AV			

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.1.037	HR.20	Employee Recognition Records <i>Awards, incentives, tenure, etc.</i>	AC+5		AC+5	AC=Termination of employment		
3.1.038	HR.21	Public Access Option Form <i>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</i>	US		US	See item 3.3.011		
3.3.001	HR.22	Affirmative Action Plans <i>Affirmative action plans for both regular employees and apprenticeship programs</i>	5		5	29 CFR 30.8(e) for apprenticeship plans.		
3.3.010	HR.23	Labor Statistics <i>Reports providing statistical information on labor force.</i>	3		3			
3.3.011	HR.24	Former Employee Verification Records <i>Minimum information needed to verify employment, includes name, social security number, exact dates of employment and last known address, and most recent Public Access Option form.</i>	AC+75		AC+75	AC=Termination of Employment See item 3.1.038		
3.3.015	HR.25	Position/Job Classification Review File <i>Records relating to review and monitoring of job classifications within an agency.</i>	US+3		US+3			

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



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Records Retention Schedule

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.3.020	HR.26	Work Schedules/Assignments <i>Work, duty, shift, crew, or case schedules, rosters, or assignments</i>	US+1		US+1				
3.3.022	HR.27	TWC Quarterly Reports	3		3				
3.3.023	HR.28	Reimbursable Activities, Requests and Authorizations to Engage in <i>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.</i>	FE+3		FE+3				
3.3.024	HR.29	Personnel Policies and Procedures <i>Internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.</i>	US+3		US+3				
3.3.025	HR.30	Job Procedure Records <i>Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.</i>	US+3		US+3				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.026	HR.31	Agency Staffing Reports <i>Any reports compiled 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.</i>	US+3		US+3				
3.3.027	HR.32	Aptitude and Skills Tests <i>Tests required of job applications or of current personnel to qualify for promotion or transfer.</i>	US+2		US+2		29 CFR 1602.31 [State Agencies]		
3.3.028	HR.33	Aptitude and Skills Tests (Test Papers) <i>Test papers of job applicants or of current personnel taking a test to qualify for a promotion or transfer.</i>	2		2		29 CFR 1602.31 [State Agencies]		
3.3.030	HR.34	Training Administration Records <i>Instructional materials and other records associated with in-house training of TBVME personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.</i>	US+2		US+2				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
3.3.031	HR.35	EEO Reports and Supporting Documentation <i>Includes documentation used to complete EEO reports.</i>	3		3	29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50		
3.3.004	HR.36	Benefit Plans Package <i>Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.</i>	US+1		US+1	29 CFR 1627.3 (b)(2)		
5.6.004	HR.37	License and Driving Records Checks	AC		AC	AC = Until superseded or until termination of employment.		
5.6.009	HR.38	Parking Permits or Assignments	US		US			
3.1.024	HR.39	Physical Examinations/Medical Reports <i>Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.</i>	AC+5		AC+5	AC = Termination of Employee		
3.3.004	HR.40	Benefit Plans <i>Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc. including amendments.</i>	US+1		US+1	29 CFR 1627.3(b)(20)		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.039	HR.41	Ombudsman Records <i>Consultation records, notes, letters, memos, emails, reports and other documentation.</i>	AC		AC		AC = Final decision or matter closed. CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives			
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

Investigations									
	IN.01	Investigation Files – Active	AC		AC		AC = Until investigative process is complete. These become either series number IN.02 or LG.01.		
	IN.02	Investigation Files – Closed	AC+2	8	AC+10		AC = Resolved by final board action or closed to no violation. Includes complaint closing data sheets	95-578-005	
	IN.03	Enforcement Reference Files	AV		AV				
	IN.04	Enforcement reports and studies work papers	AV		AV				
	IN.05	Complaint Log	5		5		Log of complaints received		
	IN.06	Compliance Inspection by Mail	1		1				

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 578		3. Agency Name Texas State Board of Veterinary Medical Examiners								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

Information Resources Management									
2.1.007	IT.01	Software Programs <i>Automated software applications and operating system files including job control language, program listing/source code, etc.</i>	AC		AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that required the software to be retrieved and read. 13 TAC 6.94.		
2.1.008	IT.02	Hardware Documentation <i>Records documenting operational and maintenance requirements for computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems</i>	AC		AC		AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read 13 TAC 6.94		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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			Agency	Storage	Total			

2.1.009	IT.03	<p>Technical Documentation</p> <p><i>Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as 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.</i></p>	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
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2.1.011	IT.04	Finding Aides, Indexes and Tracking Systems <i>Automated indexes, lists, registers, and other finding aids used to provide access to records.</i>	AC		AC	AC = Related records have been destroyed.		
2.2.010	IT.05	Data Processing Policies and Procedures <i>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.</i>	US + 3		US + 3			
2.2.016	IT.06	Software Registrations, Warranties, and License Agreements	LA+3		LA+3			
2.1.010	IT.07	Audit Trail Records <i>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.</i>	FE+3		FE+3	Data is stored electronically on a secured agency server and retention is based on recommendation (made on 5/8/2012) of the State Auditor's Office (SAO) to follow the retention period for supporting documentation of performance measures. The SAO further recommended that should the stored data become too voluminous and interfere with normal operating processes, retention period should be reduced.		

Retention Codes (Field 7)						Archival Codes (Field 8)		
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

Litigation								
	LG.01	Litigation files – Active Including ISC, Staff Conference, SOAH, Pending SOAH, District Court, etc.	AC		AC		AC = Until litigation process is complete. These become LG.02 OR LG.04.	
	LG.02	Litigation Files – Closed – No Action	AC		AC		AC = Resolved by final board action and paper is imaged. Once paper is imaged it becomes series number LG.03.	
	LG.03	Litigation Files – Closed – No Action	AC	6	AC+6		AC = Once imaged. Images stored electronically, paper files stored at Records Center	11-578-011
	LG.04	Litigation Files – Closed – Resulting in Orders	AC		AC		AC = Resolved by final board action and paper is imaged. Once paper is imaged it becomes series number LG.05.	
	LG.05	Litigation Files – Closed – Resulting in Orders	AC	50	AC+50		AC = Once image. Images stored electronically, paper files stored at Records Center	11-578-012
	LG.06	Litigation Convenience Files Board order files	AC+10		AC+10		AC = Date of Board consideration. Contains Board Order. When paper is imaged it becomes series number LG.07.	
	LG.07	Litigation Convenience Files Board Orders	50		50			

Retention Codes (Field 7)				Archival Codes (Field 8)				
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			Agency	Storage	Total				

	LG.08	Contested Case Exhibit Files	10	40	50		State Office of Administrative Hearings forwards files after the case is heard and appeal times have been exhausted. Ask General Counsel for assistance in releasing information from files.	09-578-008	
1.1.048	LG.09	Litigation Files <i>Records created by or on behalf of TBVME in anticipation of or in the adjudication of a lawsuit.</i>	AC+2		AC+2	R	AC = As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on a motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. Agency policy to keep longer than TSLAC minimum. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division TSLAC.		
	LG.10	Peer Assistance Reports – Licensees	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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			Agency	Storage	Total					

Licensing									
	LI.01(a)	Licensee Files	PM	PM	PM		Output to microfiche. Some information contained in these files may be confidential according to state and federal law.	99-578-006	
	LI.01(b)	Licensee Files	PM		PM		Digitally imaged – scanned by Neubus and images stored electronically. Some information contained in these files may be confidential according to state and federal law.		
	LI.02	Licensee Files - active	AC	2	AC+2		AC = upon cancellation or death. Agency keeps fiche/digital image, original film stored in Libr. Records released in accordance with Open Records & Vet. Lic. Acts. Some information contained in these files may be confidential according to state and federal law. Then becomes LI.03 or LI.04.	09-578-009	

Retention Codes (Field 7)						Archival Codes (Field 8)			
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			Agency	Storage	Total				

	LI.03	Licensee Files – cancelled	AC+5		AC+5	AC = Cancellation Date Records released in accordance with Open Records & Vet. Lic. Acts. Some information contained in these files may be confidential according to state and federal law.		
	LI.04	Licensee Files – deceased	AC	2	AC+2	AC = upon death Original film stored in Libr. Records released in accordance with Open Records & Vet. Lic. Acts. Some information contained in these files may be confidential according to state and federal law.	09-578-007	
	LI.05	Licensing Examination Files by Date Administered	5		5	Agency keeps 5 years in hard copy. Records 5+ years are filmed/digitally imaged. Agency keeps copy of fiche and library keeps original film. Some information contained in these files may be confidential according to state and federal law.		
	LI.06	Microfilmed Licensing Examination Files by Date Administered	PM	PM	PM	Files 5+ years filmed/digitally imaged, hard copy shredded. Agency keeps fiche/digital images.		
	LI.07	Unused Renewal Certificates and Disposition Log	AC		AC	AC = Until Audited (1 year past use)		

Retention Codes (Field 7)						Archival Codes (Field 8)		
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			Agency	Storage	Total				
	LI.08	Log of Licensees	PM		PM		License Issuance Book		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

Payroll								
3.2.001	PA.01	Employee Deduction Authorizations <i>Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.</i>	AC+5		AC+5	AC=Termination of employment. It is agency policy to retain records longer than the state minimum.		
3.2.002	PA.02	Employee Earnings Records	4		4	40 TAC 815.106(i), Includes per diem and staff payrolls		
3.2.003	PA.03	Federal Tax Records <i>Includes 1099, W2, FICA, and other tax records</i>	AC+4		AC+4	AC=Tax due date, date the claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001-1(e)(2) (USPS);		
3.2.004	PA.04	Income Adjustment Authorizations <i>Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.</i>	2		2	29 CFR 516.6(c)		
3.2.005	PA.05	W-4 Forms <i>Employer's copy of "Employees' Withholding Exemption Certificate"</i>	AC+5		AC+5	AC=Termination of employment. It is agency policy to retain records longer than the state minimum. 26 CFR 31.6001-1(e)(2)		
3.2.006	PA.06	Wage Rate Tables (Classified Employees)	2		2	29 CFR 516.6(a)(2)		
3.2.007	PA.07	Unemployment Compensation Records	AC+1	4	AC+5	AC=After completed		

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			Agency	Storage	Total				
3.2.008	PA.08	Direct Deposit Application/Authorization	US		US				
3.2.009	PA.09	State Deferred Compensation Records	AC+5		AC+5		AC= All accounts with a vendor or vendors for the individual participant have been closed.		
3.2.010	PA.10	Human Resources Information System (HRIS) Reports <i>Includes supporting documentation</i>	AC+1	3	AC+4		AC=After close		

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

Records Management									
1.2.005	RM.01	Records Retention Schedule – (SLR105) <i>Agency copy. Formerly RMD105.</i>	US		US		Original retained by SLRM Division TSLAC		
1.2.006	RM.02	Records Transmittal forms <i>Agency copy (includes RMD101, Tx-R-5, 306-58-1, and Agency Storage Forms).</i>	AC+2		AC+2		AC = date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, TSLAC, by the agency RMO		
1.2.008	RM.03	Request for Authority to Dispose of State Records (RMD102) <i>Agency Copy</i>	FE+3		FE+3		Original is retained by the State and Local Records Management Division, TSLAC.		
1.2.010	RM.04	Records Disposition Log <i>Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, TSLAC, showing records series title, dates of records and date destroyed or transferred.</i>	10		10				
1.2.011	RM.05	Records Center Storage Approval Forms (RMD106) <i>Agency Copy</i>	US		US				

Retention Codes (Field 7)						Archival Codes (Field 8)			
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			Agency	Storage	Total				
1.2.014	RM.06	Records Management Plans <i>Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.</i>	US+1		US+1				

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Staff Services									
3.4.001	SS.01	Accumulated Leave Adjustment Requests <i>Used to create employee leave balances, transfer leave balances when an employee transfers positions, adjust carry-over balances on August 31, to correct errors on leave accumulation, and close out leave accounts on separated employees</i>	FE+3		FE+3				
3.4.002	SS.02	Leave Status Reports <i>Cumulative report is issued each pay cycle and provides employee leave status information for each position</i>	FE+3		FE+3				
3.4.004	SS.03	Overtime Authorizations	2		2				
3.4.006	SS.04	Time Cards and Time Sheets	4		4		40 TAC 815.106(i)		
3.4.007	SS.05	Time Off and/or Sick Leave Requests	FE+3		FE+3				
3.4.008	SS.06	Sick Leave Pool Documentation <i>Requests submitted, approvals, number of hours transferred in and out, etc.</i>	FE+3		FE+3				

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Support Services									
5.1.001	SU.01	Contracts & Leases <i>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.</i>	AC+4		AC+4		AC=Expiration or termination of the instrument according to its terms.		
5.2.008	SU.02	Equipment History File; Equipment Service Agreements <i>Agreements or contracts between TBVME and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.</i>	LA+3		LA+3				
5.2.009	SU.03	Equipment Inventory Detail Report Forms <i>Updates agency portion of the inventory and adds changes, transfers, or deletes items from inventory</i>	FE+3		FE+3				
5.2.010	SU.04	Equipment Manuals	LA		LA				

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5.2.011	SU.05	Equipment Warranties	AC+1		AC+1	AC = Expiration of warranty. It is agency policy to keep longer than TSLAC minimum.		
5.2.014	SU.06	Inventory – Annual Physical <i>Property, equipment, supply verification</i>	FE+3		FE+3	Includes Property Acquisitions, Changes, Deletions and Month Reconciliations.		
5.2.027	SU.07	Space Utilization Reports	AV		AV			
5.4.001	SU.08	Accident Reports and Associated Documentation <i>Associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency</i>	CE+5		CE+5	29 CFR 1904.33. The Texas Department of Insurance retains copies of reports submitted to it for 50 years.		
5.4.002	SU.09	Evacuation Plans <i>Plans for the evacuation of agency facilities in case of an emergency.</i>	US		US			
5.4.003	SU.10	Inspection Records <i>Fire safety, and other inspection records of agency facilities and equipment.</i>	AC+3		AC+3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		
5.4.004	SU.11	Fire Orders <i>Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code</i>	AC+3		AC+3	AC = Deficiency corrected.		
5.4.007	SU.12	Hazardous Materials Safety Training Records <i>Records of training given employees in an agency hazard communications program.</i>	5		5	Texas Health and Safety Code 502.009(g)		

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5.4.011	SU.13	Visitor Control Registers <i>Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.</i>	3		3				
5.4.012	SU.14	Security Access Records <i>Issuance of keys, identification cards, building passes, passwords, or similar access to agency facilities or equipment</i>	AC+1	1	AC+2		AC = Until superseded, date of expiration, or date of termination, whichever is sooner.		
5.4.013	SU.15	Disaster Preparedness and Recovery Plans	US		US				
5.2.004	SU.16	Building Space Requests	1		1				
5.2.006	SU.17	Property Destruction, Certificates of	FE+3		FE+3				
5.2.007	SU.18	Damage Reports <i>Reports of damage to state property</i>	FE+3		FE+3				
5.2.017	SU.19	Lost & Stolen Property Reports	FE+3		FE+3				
5.4.008	SU.20	Hazard Communication Plans	US+5		US+5		Texas Health and Safety Code, 502.009(g)		

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			Agency	Storage	Total	9. Remarks		

- ALL.01 – ALL.01 Agency Wide Records
- CA.01 – CA.31 Central Administration Records*
- FA.01 – FA.46 Fiscal/Accounting Records*
- HR.01 – HR.38 Human Resources Records*
- IN.01 – IN.04 Investigations Records*
- IT.01 - IT.06 Information Resources Management Records
- LG.01 – LG.09 Litigation Records*
- LI.01 – LI.06 Licensing Records*
- PA.01 – PA.10 Payroll Records*
- RM.01 – RM.06 Records Management Records
- SS.01 – SS.06 Staff Services Records*
- SU.01 – SU.15 Support Services Records*

*Some items within these records series may be considered confidential, please consult with the General Counsel or Public Information Officer prior to releasing information.

Acronyms used:

- | | |
|---|--|
| SOAH – State Office of Administrative Hearings | ISC – Informal Settlement Conference |
| TBVME - Texas Board of Veterinary Medical Examiners | TSLAC – Texas State Library and Archives Center |
| SRC – State Records Center | OAG – Office of the Attorney General |
| PFD – Proposal for Decision | SLRM – State and Local Records Management |
| USPS - Uniform Statewide Payroll/Personnel System | TWC – Texas Workforce Commission |
| GAA - General Appropriations Act | HUB – Historically Underutilized Business |
| USAS - Uniform Statewide Accounting System | ABEST – Automated Budget and Evaluation System for Texas |
| SAO – State Auditor’s Office | |

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