



March 22, 2016

Mr. John Racanelli  
Deputy Director, Office of Administrative Services  
Texas Commission on Environmental Quality  
12100 Park 35 Circle, Bldg. A., M.C. 179  
Austin, TX 78753

State and Local  
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Mr. Racanelli:

P.O. Box 12927  
Austin, Texas  
78711.2927

Amendment 4 to your agency's 6th recertification of your records retention schedule is approved for use as of Wednesday, March 16, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

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

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

*Commission Chairman*  
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Megan Carey, at 512-463-5494 or [mcarey@tsl.texas.gov](mailto:mcarey@tsl.texas.gov).

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

Sincerely,

A handwritten signature in blue ink, appearing to be "GK" or similar initials.

Craig Kelso  
Director and State Records Administrator

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

cc: State Auditor, State Archivist, Richard A Hyde, PE

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.582/582



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 582

Agency Name Texas Commission on Environmental Quality

(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 Dorca Zaragoza-Stone

Name (Print or type) Dorca Zaragoza-Stone, PMP

Date 3/25/15

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, Date (Not Required at This Time)

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

Signature, Name, Date (Donna Osborne, 3/16/16)

Cert/Recert No. 6 Amendment No. 4

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## CAUTION

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

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





STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 1 of 21

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total				Page No.	Agency Item No.	

4.	5.	6.	7.			8.	9.	10.	11.		12.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	Page No.	Agency Item No.	Amend. Type
									7	149	D
									11	167	D
	170	Air Emissions Inventory (Baseline Year) Confidential Records	PM	PM	PM	A	Non-Confidential records stored under RMD106 # 95-582-131, AIN 169. Confidential records microfiched and original stored at the Texas State Library. Duplicate stored in the Program Area.	09-582-363 15-582-521	12	170	C
	186	Animal Feeding Operation (AFO) Unpermitted General Correspondence By County And Date	10		10	A	Includes Animal Feeding Operation unpermitted files which do not have a permit number, and have a county reference distinguished in the correspondence. Filed by county and date. These facilities are authorized by rule under 30 TAC Chapter 321, Subchapter B. The size of the operation is too small to require a permit. This file may also include documents related to CAFO's that are unpermitted but should have a permit.		18	186	C
	190	Wastewater General Permits	PM		PM		Contains General Permit development documents, General Permits. Includes any other new General Permits mandated by Legislation.		19	190	C

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



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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	195	Waste Water General Permit Notices	AC+10		AC+10		AC = Permit end date is based on calendar date of these final action values; expired, terminated, withdrawn, cancelled, returned, or denied. Close inactive records at permit renewal or according to the final action value as identified above. Contains authorizations of Notice of Intent (NOI), Notice of Terminations (NOT), Notice of Change (NOC) and correspondence relating to processing these forms for wastewater general permits. Includes any other new general permits notices mandated by legislation.		20	195	C
	203	Brownfields Site Assessment Project Files	PM	PM	PM	A	Records microfilmed. Paper destroyed once filmed. Original stored at Texas State Library, duplicate in Central File Room.	02-582-279 02-582-286	22	203	C
									22	204	D
									22	205	D
									23	206	D
									27	225	D
									28	233	D
									29	237	D

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			Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

									29	238	D
									30	242	D
									30	243	D
									32	248	D
									34	257	D
									39	279	D
									40	283	D
									41	285	D
									46	313	D
									47	323	D
									48	329	D
									50	336	D

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**Records Retention Schedule Amendment**

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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	346	Industrial Hazardous Waste (Historic Microfilm)	PM	PM	PM	E	Registration forms, 8700-12s, permits, reports, and update requests, correspondence and miscellaneous documents prior to 2006 on microfilm will remain at the Texas State Library and Archives Commission State Records Center. This record series also includes maps and oversized documents pulled from the records which were microfilmed. These records will remain stored at the Texas State Library State Records Center permanently.	90-582-001 01-582-251 92-582-076 09-582-408 10-582-421	53	346	C
									53	348	D
									54	351	D
									55	354	D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
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2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	355	Industrial Wastewater Discharge Permit	PM	PM	PM	A	Records provide authorization for the discharge of wastewater into waters of the state, or disposal of wastewater adjacent to waters in the state by irrigation, evaporation or subsurface disposal. Per 30 TAC Part 1 Chapter 309 & 319. This series includes individual permit types for Industrial Wastewater, Industrial Storm Water, CAFO, WWTP Sludge Beneficial Land Use, TPDES (state only permit) Sludge Processing and Sludge Disposal, and MS4 Phase I (Storm Water). Records include oversized documents, maps and photos. Records kept in Central File Room in hard copy are imaged upon agency approval. Paper destroyed once digital images are created and quality checked. Some older records may be only available in microfilm format.	96-582-147	55	355	C
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
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2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	356	Industrial Wastewater Discharge Permit - Confidential	AC+10		AC+10	A	AC = Permit end date is based on calendar date of these final action values; Expired, Terminated, Withdrawn, Cancelled, Returned, Denied or when inactive records close, permit renewed or according to the final action value as identified above. Confidential records that support the authorization for the discharge of wastewater into waters of the state, or disposal of wastewater adjacent to waters in the state by irrigation, evaporation or subsurface disposal. Per 30 TAC Part 1 Chapter 309 & 319. Records consist of documents that may contain trade secrets and that are part of the application for Industrial Wastewater Discharges through the Texas Pollutant Discharge Elimination System (TPDES) program and the Texas Land Application program (TLAP). In trade secrets law, proprietary property is information or knowledge in which the individual or company developing it has ownership rights. This series includes individual permit types for Industrial Wastewater, Industrial Storm water, Concentrated Animal Feeding Operations (CAFO), Wastewater Treatment Plant (WWTP) Sludge Beneficial Land Use, TPDES (state only permit) Sludge processing and Sludge Disposal, and Municipal Separate Storm Sewer System (MS4) Phase I (Storm Water). Records include oversized documents, maps, and photos. Records kept in the Central File Room in hard copy are imaged upon agency approval. Paper destroyed once digital images are created and quality checked. Some older records may be only available in microfilm format.		56	356	C
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
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2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

4.	5.	6.	7.			8.	10.	11.		12.	
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	Page No.	Agency Item No.	Amend. Type	
								57	357	D	
								58	358	D	
	361	Innocent Owner/Operator Program Files	PM	PM	PM	E	Records microfilmed. Paper destroyed once filmed. Original stored at Texas State Library, duplicate in Central File Room. Some records are imaged, paper destroyed once imaged.	08-582-335 02-582-283 02-582-268 09-582-352	59	361	C
								59	362	D	
								61	372	D	
								62	379	D	
								64	388	D	
								68	416	D	
								69	419	D	
								69	423	D	
								70	424	D	
								70	425	D	
	426	Municipal Solid Waste Facility Applications - Denied / Withdrawn / Returned	AC+5		AC+5		AC = Date Denied or Withdrawn.		70	426	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
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**Records Retention Schedule Amendment**

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2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	427	Municipal Solid Waste Facility Permit Files (Historic Microfilm)	PM	PM	PM	E	Records include correspondence, applications, and reports. Records 2010 and prior are stored on microfilm and will remain at the Texas State Library State Records Center permanently. Duplicate microfilm stored in the Central File Room.	92-582-061 01-582-252	70	427	C
1.1.007	429	Municipal Solid Waste Management County General Files (Historic Microfilm)	PM	PM	PM	E	Records include Subtitle T work plans that may have a permanent retention (see AIN 434). Records 2010 and prior are stored on microfilm and will remain at the Texas State Library State Records Center permanently. Duplicate microfilm stored in the Central File Room.	00-582-244	71	429	C
									71	431	D

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**Records Retention Schedule Amendment**

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1. Page **9** of **21**

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	435	Municipal Wastewater Discharge Permit	PM	PM	PM	A	Records provide authorization for the discharge of treated domestic wastewater into waters of the state, or adjacent to waters in the state, Per 30 TAC, Part 1 Chapter 309 & 319. Authorizes Municipal Wastewater Discharges through the Texas Pollutant Discharge Elimination System (TPDES) program including 217 engineering plans and specifications and the Texas Land Application Program (TLAP) State Permit. These documents are used in support of the issuance of Municipal Waste Discharge Permits. Also may include reports and correspondence from NPDES permitting. Records include oversized documents, maps, and photos. Records kept in the Central File Room in hard copy are imaged upon agency approval. Paper destroyed once digital images are created and quality checked. Some older records may be only available in microfilm format.	96-582-148 11-582-498 93-582-115 09-582-414	72	435	C
									72	436	D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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**Records Retention Schedule Amendment**

**SLR 122**

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1. Page 10 of 21

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	437	Municipal Wastewater Discharge Permit Confidential	AC+10		AC+10	A	AC = Permit end date is based on calendar date of these final action values; expired, terminated, withdrawn, cancelled, returned, or denied. Close inactive records at permit renewal or according to the final action value as identified above. Confidential records that support the authorization for the discharge of treated domestic wastewater into waters of the state, or disposal of wastewater adjacent to waters in the state by irrigation, evaporation or subsurface disposal. Per 30 TAC part 1 chapter 309 & 319. Records consist of documents that may contain trade secrets and that are part of the application for Municipal Wastewater Discharges through the Texas pollutant discharge elimination system (TPDES) program and the Texas land application program (TLAP). In trade secrets law, proprietary property is information or knowledge in which the individual or company developing it has ownership rights. Records include oversized documents, maps, and photos. Records kept in the Central File Room in hard copy are imaged upon agency approval. Paper destroyed once digital images are created and quality checked. Some older records may be only available in microfilm format.		73	437	C
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**Records Retention Schedule Amendment**

**SLR 122**

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2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

									74	438	D
									75	440	D
									81	460	D
									89	494	D
									90	500	D
	502	LPST Responsible Party Lead, LPST State Lead, And PST Emergency Response	AC+5	25	AC+30	E	AC = Site Closed. Documents contaminant releases at petroleum Storage Tank Facilities; includes Petroleum Storage Tank State Lead, Responsible Party Lead, and Emergency Response files. Records kept in the Central File Room in hard copy are imaged upon agency approval. Paper destroyed once digital images are created and quality checked.	95-582-092 10-582-418 10-582-419	91	502	C
									91	503	D
									100	542	D
									100	544	D
									100	546	D
									101	548	D
									101	549	D
									101	551	D

Retention Codes (Field 7)			Archival Codes (Field 8)			Amendment Codes (Field 12)		
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2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
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			Agency	Storage	Total	9. Remarks			Page No.	Agency Item No.	

									103	563	D
									106	570	D
									108	577	D
									110	588	D
									116	619	D
									119	632	D
									121	642	D
									121	644	D
1.1.007	647	Underground Injection Control (UIC) - Class I - Waste Disposal Well Files	AC	20	AC+20	A	AC = After plug and abandonment when the permittee seeks the termination of the permit. These are UIC Class I Waste Disposal Well (WDW) files. May contain monthly injection reports & oversized docs, logs, maps, & photos.	90-582-005 10-582-438 09-582-344 92-582-073 10-582-439	122	647	C
									122	648	D
	653	Underground Injection Control (UIC) Class V Injection Wells	AC	15	AC+15	E	AC = Close the authorization. Applications, authorizations, reports, and correspondence relating to Class V Injection Well Sites.	04-582-306 04-582-305 10-582-430	122	653	C
									123	654	D

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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	667	Voluntary Pollution Cleanup Project Files	PM	PM	PM	A	The Voluntary Cleanup Program (VCP) provides incentives to participants for investigation, cleanup and redevelopment of properties with contamination. When cleanup is completed, future lenders and landowners, local governments, public and private lending institutions, developers and other stakeholders gain statutory protection that limits their liability to the state regarding past contamination at a site. Records are imaged upon agency approval. Paper destroyed once digital images are created and quality checked. Some older records may be only available in microfilm format.	08-582-336 09-582-349 09-582-350 09-582-351	125	667	C
									125	668	D
									128	681	D
									132	702	D
									132	704	D

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

1.1.067	723	Municipal Solid Waste Annual Summary Reports	AC+7		AC+7	A	AC = After publication of report. Annual (fiscal year) MSW summary report titled Municipal Solid Waste (MSW) in Texas: A Year in Review (TCEQ Publication AS-187). Report includes individual facility data related to amount of waste disposed and processed at MSW facilities. Report also includes remaining capacity for each MSW disposal facility. Official records for FY 2002 - current reports are maintained by agency communications and fulfill the state's archival requirement. Reports for FY 2003 - current are located on TCEQ website. Historic annual (fiscal) summary reports (1986 - 2001) are maintained electronically by program area because state archives are unable to accept electronic files.		AMD 1 PG 22	723	C  A4
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 15 of 21

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	738	EPA Administrative Records	PM		PM	The Administrative Record (AR) is a subset of the remedial and removal site file compiled and made available to the public as the basis for selected superfund response actions. Specific types of records include action memoranda, administrative orders, consent orders, Applicable or Relevant and Appropriate Requirements (ARAR's), the preliminary assessment/site inspection, the remedial investigation / feasibility study, community relations plans, correspondence, fact sheets, news clippings, work plans, natural resource trustee information, site reports, and Proposed and Approved Remedial Action, Pollution Reports (POLREPS), Potentially Responsible Party (PRP) letters, the Record of Decision (ROD), technical assistance documentation, technical issue papers, public meeting transcripts, public comments on the development of the administrative record, and an index to the record.				N
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent			C – Changed
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STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 16 of 21

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	739	Consolidated Compliance Enforcement Data System (CCEDS)	US		US	Consolidated compliance enforcement data system (CCEDS) is administered by IRD staff. The data is entered and compiled by staff agency wide.				N
	741	One-Time Shipment (OTS) Waste Requests For Texas Waste Code (Form TCEQ-0757)	CE+2	15	CE+17	Requests from May 2013 to current date for one time shipments of hazardous and/or class 1 waste from a non-registered or inactive generator (prior requests from April 2013, filed in record series 345)	15-582-522			N
	744	Municipal Solid Waste Management County General Files	15		15	Records kept in the central file room in hard copy imaged upon agency approval. Paper destroyed once digital images are created and quality checked. Some older records may be only available in microfilm format. See AIN 429 for non-confidential information.				N

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



STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 17 of 21

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	745	Domestic Reclaimed Water	PM		PM	Level I and II 210 authorization under 30 Texas Administrative Code (TAC), chapter 210, subchapter A, B, C, and D, to beneficially use domestic wastewater as domestic reclaimed water. Definition of reclaimed water is any domestic wastewater which has been treated, if necessary, to a quality suitable for land application for beneficial use. (Authorizations begin with R then the permit number of the municipal wastewater; R10000-001). Prior to requesting authorization to use domestic reclaimed water for beneficial use, you must obtain a domestic wastewater disposal / discharge permit from the water quality division at TCEQ. If the domestic wastewater disposal/discharge permit is transferred, you must also transfer the 210 authorization. If the domestic wastewater disposal/discharge permit is cancelled or expired, the 210 authorization is also terminated.				N
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New
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	LA – Life of Asset	US – Until Superseded			D – Deleted



STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 18 of 21

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	746	Industrial Reclaimed Water	PM		PM	Level II 210 authorization under 30 Texas Administrative Code (TAC), Chapter 210, Subchapter E, to beneficially use industrial wastewater as industrial reclaimed water. Definition of reclaimed water is any industrial wastewater which has been treated, if necessary, to a quality suitable for land application for beneficial use. Record is perpetual. (authorizations begin with 2E0000000)				N
	747	Quality Assurance Project Plan For The RCRA And UIC Programs And Supporting Documents	FE+5		FE+5	This series includes the quality assurance project plan (QAPP) for the resource conservation and recovery act (RCRA) and the underground injection control (UIC) programs. Documents in this series include the QAPP, supporting documents, and correspondence related to the creation or implementation of the QAPP.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	R – Review by State Archivist	N – New
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STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page **19** of **21**

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	748	Municipal Solid Waste Registrations & Notification Files - Confidential	AC+5	5	AC+10		AC = Revocation or Supersedure of Registration or Notification. Records include all confidential documents related to an MSW facility authorized by a registration or notification. Also, includes TCEQ region investigation reports and enforcement action documents.	15-582-523			N
2.1.010	749	Audit Trail Records	AC		AC		AC = All audit requirements have been met.				N
	751	Tier II – Hazardous Chemical Inventory Reports	1	29	30		Reports listing hazardous chemicals required by the commission to fulfill functions related to emergency planning and community Right-to-know act (EPCRA)				N
	752	Tier II – Hazardous Communication Act Enforcement Cases	AC+5		AC+5		Ac=Compliance with terms of enforcement. Includes HazCom and Tier II enforcement cases. This series is closed. No new records added to this series, no longer collected. Remains on retention schedule until final disposition of documents.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New		
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STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page **20** of **21**

2. Agency Code <b>582</b>		3. Agency Name <b>Texas Commission on Environmental Quality</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
	753	Tier II – Inspection Reports	FE+2		FE+2	Includes all kinds of inspection reports, EDAP surveys. This series is closed. No new records added to this series, no longer collected. Remains on retention schedule until final disposition of documents.				N	

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



State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

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*Members*  
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Larry G. Holt  
Wm. Scott McAffee  
Sandra J. Pickett

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

September 8, 2014

Ms. Dorca Zaragoza-Stone  
Deputy Director for the Office of Adm. Services  
Texas Commission on Environmental Quality  
M.C. 179  
Austin, TX 78711-3087

Re: Agency records retention schedule amendment approved for use

Dear Ms. Zaragoza-Stone:

Amendment 3 to your agency's 6th recertification of your records retention schedule is approved for use as of Wednesday, September 3, 2014. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or [badams@tsl.texas.gov](mailto:badams@tsl.texas.gov).

Sincerely,

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Zak Covar

R01.582/582



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 582

Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

(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) DORCA ZARAGOZA-STONE, PMP

Date 6/24/14

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature
Name (Print or type)
Date

Not Required at This Time

Texas State Library and Archives Commission

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

Signature [Handwritten Signature]
Name (Print or type)
Date 09-03-2014

Cert/Recert No. 6 Amendment No. 3

---

## CAUTION

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

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





STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 4

2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend Type
			Agency	Storage	Total				Page No.	Agency Item No.	
5.1.001	239	CONTRACTS	AC+4		AC+4		AC = EXPIRATION OF THE TERMS OF THE INSTRUMENT. RENT, INTERAGENCY, INTERLOCAL, INTERGOVERNMENTAL, PROFESSIONAL SERVICES, CONSULTING SERVICES, MEMO OF UNDERSTANDING, RECEIVABLE CONTRACTS. EXCLUDES SUPERFUND.	00-582-239	30	239	C
1.1.019	442	NEWS CLIPS	FE+2		FE+2	A	PRESS RELEASES CONVEYING INFORMATION TO THE GENERAL PUBLIC. TEXAS STATE LIBRARY AND ARCHIVES COMMISSION HAS COPIES FROM 1993-1999 (0.24 CUBIC FEET), BUT NEWER VERSIONS ARE ELECTRONIC. PROGRAM AREA MAINTAINS CONVENIENCE COPIES FROM SEPT. 1, 1994 - PRESENT. ELECTRONIC COPIES ARE MAINTAINED ON THE TNET.		76	442	C
									82	465	D
	498	PURCHASING AND CONTRACT ENTERPRISE DATABASE (PACE)	US		US		TRACKS PROGRESS OF CONTRACTS UNTIL COMPLETED. BOTH PURCHASE ORDERS AND CONTRACTS ARE IN PACE.		90	498	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
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STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 4

2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
4.2.005	514	PURCHASE ORDERS	FE + 3		FE + 3		ALL PURCHASE ORDERS PRODUCED BY THE AGENCY. INCLUDES PURCHASE ORDERS FOR CONFERENCES, TRAINING, AND CATALOG PURCHASES.	00-582-238	95	514	C
4.7.008	545	REMEDATION CONTRACTS	AC+4	6	AC+10		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	02-582-273	100	545	C
	625	TEXAS EMISSIONS REDUCTION PROGRAM (TERP) CONTRACT	AC+3		AC+3		AC = END OF ACTIVITY/LIFE OF ASSET PURCHASED. THE APPROVED TERP CONTRACT IS MAINTAINED IN THE SUPPORT SERVICES DIVISION. FOR DOCUMENTATION RELATING TO THE TERP CONTRACT AND MONITORING REPORTS.		118	625	C
									119	633	D
									119	634	D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 4

2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
1.1.008	729	TEXAS GROUNDWATER PROTECTION COMMITTEE - TEXAS REGISTER, MISCELLANEOUS CORRESPONDENCE	FE+2		FE+2	THIS RECORD SERIES CONTAINS TGPC TEXAS REGISTER AND MISCELLANEOUS CORRESPONDENCE.  THE TEXAS GROUNDWATER PROTECTION COMMITTEE (TGPC, <a href="http://www.tgpc.state.tx.us">http://www.tgpc.state.tx.us</a> ), ESTABLISHED IN 1989 (TEXAS WATER CODE TITLE 2, SUBTITLE D, CHAPTER 26, SUBCHAPTER J, SECTION 401), STRIVES TO IDENTIFY AREAS WHERE NEW OR EXISTING GROUNDWATER PROGRAMS COULD BE ENHANCED, AS WELL AS IMPROVE COORDINATION AMONG AGENCIES INVOLVED IN GROUNDWATER ACTIVITIES. ITS MEMBERSHIP IS MADE UP OF NINE STATE AGENCIES AND THE TEXAS ALLIANCE OF GROUNDWATER DISTRICTS. TCEQ IS THE CHAIR OF THE TGPC.		A2 PG6	729	C	

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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Texas  
State Library  
and Archives  
Commission

STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

Form SLR 105C must accompany this form.

1. Page 4 of 4

2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
	740	SOCIAL MEDIA	FE+2		FE+2	CONSISTS OF CONTENT CREATED FOR SOCIAL MEDIA APPLICATIONS TWITTER AND YOUTUBE. TEXT OF TWEETS SENT OUT ON THE AGENCY'S OFFICIAL TWITTER ACCOUNT WITH LOCATION AND AMOUNT DETAILED IN THE RECORD ARE SAVED IN WORD. VIDEOS LOADED TO YOUTUBE FOR PUBLIC USE ARE ARCHIVED ON INTERNAL WEBPAGES FOR EMPLOYEE USE. ACCESSIBLE PDF FILES OF TRANSCRIPTS FOR THE VIDEOS POSTED TO YOUTUBE ARE CREATED AND LOADED TO THE AGENCY WEBSITE.			740	N	

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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State and Local  
Records Management

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4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

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F. Linwood Givens  
Larry G. Holt  
Wm. Scott McAfee  
Sandra J. Pickett

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

February 13, 2014

Ms. Dorca Zaragoza-Stone  
Deputy Director for the Office of Adm. Services  
Texas Commission on Environmental Quality  
M.C. 179  
Austin, TX 78711-3087

Re: Agency records retention schedule amendment approved for use

Dear Ms. Zaragoza-Stone:

Amendment 2 to your agency's 6th recertification of your records retention schedule is approved for use as of Tuesday, February 11, 2014. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or [badams@tsl.texas.gov](mailto:badams@tsl.texas.gov).

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Zak Covar

R01.582/582



# 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 582  
Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

(Check one)

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

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

(Check one)

- Agency Head
- Records Management Officer

Signature   
Name (Print or type) DORCA ZARAGOZA-STONE, PMP  
Date 11/15/13

## Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature \_\_\_\_\_  
Name (Print or type) \_\_\_\_\_  
Date \_\_\_\_\_

*Not Required at This Time*

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

Signature   
Name (Print or type) \_\_\_\_\_  
Date 02-11-14

Cert/Recert No. 6 Amendment No. 2

---

## CAUTION

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

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





STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 10

2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend Type
			Agency	Storage	Total				Page No.	Agency Item No.	
	166	AIR EMISSIONS & INSPECTION FEE FILES	FE+3	7	FE+10	E	RECORDS ARE KEPT IN THE PROGRAM AREA FOR 3 FISCAL YEARS THEN STORED AT TSL FOR AN ADDITIONAL 7 YEARS STARTING WITH YEAR 2007. RECORDS WERE MICROFILMED IN 2006 AND PREVIOUS YEARS. RECORDS NON-CONFIDENTIAL AND CONFIDENTIAL NOT SEPARATED UNTIL 2005.	98-582-168 09-582-405 11-582-494	11	166	C
	168	AIR EMISSIONS INVENTORY (ANNUAL NON-BASELINE YEARS)	CE+2	8	CE+10		RECORDS KEPT IN PROGRAM AREA FOR 2 YEARS THEN SENT TO TEXAS STATE LIBRARY FOR 8 YEARS.	99-582-234	11	168	C

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	LA – Life of Asset	US – Until Superseded		D – Deleted	



STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 10

2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend Type
			Agency	Storage	Total				Page No.	Agency Item No.	
	305	FEDERAL/STATE SUPERFUND POTENTIAL RESPONSIBLE PARTY EVIDENCE	AC		AC		AC = WHEN COST RECOVERY IS DETERMINED TO BE COMPLETE IN CONSULTATION WITH THE SITE ATTORNEY. POTENTIAL RESPONSIBLE PARTY (PRP) EVIDENCE RECORDS ARE MAINTAINED IN ORIGINAL FORMAT (E.G., PAPER DOCUMENTS, WHERE APPLICABLE) UNTIL COST RECOVERY IS DETERMINED TO BE COMPLETE. IN ACCORDANCE WITH THE APPROPRIATE REMEDIATION DIVISION FILE STRUCTURE CODE, THE PAPER FILE WILL BE CODED AS "IV.A;" "IV.B;" OR "IV. C." AFTER COST RECOVERY IS DETERMINED TO BE COMPLETE IN CONSULTATION WITH SITE ATTORNEY, THE PRP EVIDENCE WILL BE FILMED AND RETAINED IN ACCORDANCE WITH THE RETENTION SCHEDULE OUTLINED HEREIN FOR TCEQ NO. 603 "SUPERFUND SITE FILES."		45	305	C
	346	INDUSTRIAL HAZARDOUS WASTE (HISTORICAL MICROFILM)	PM	PM	PM	E	REGISTRATION FORMS, 8700-12S, PERMITS, REPORTS, AND UPDATE REQUESTS, CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS PRIOR TO 2006 ON MICROFILM WILL REMAIN AT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORDS CENTER .	90-582-001 01-582-251	53	346	C

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



STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**  
 Form SLR 105C must accompany this form.  
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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend Type
			Agency	Storage	Total				Page No.	Agency Item No.	
	427	MUNICIPAL SOLID WASTE FACILITY PERMIT FILES (HISTORICAL MICROFILM)	PM	PM	PM	E	RECORDS INCLUDE CORRESPONDENCE, APPLICATIONS, AND REPORTS. THEY MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE. RECORDS 2010 AND PRIOR ARE STORED ON MICROFILM AND WILL REMAIN AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER PERMANENTLY. DUPLICATE MICROFILM STORED IN THE CENTRAL FILE ROOM.	92-582-061 01-582-252	70	427	C
									107	573	D
2.1.002	602	SUPERFUND POTENTIAL RESPONSIBLE PARTIES DATABASE	US		US		RECORDS ARE KEPT UNTIL HARDWARE OR SOFTWARE CHANGES OCCUR, THE PREVIOUS DATABASE WILL BE SUPERSEDED WHEN THE DATA HAS BEEN SUCCESSFULLY AND FULLY MIGRATED.		113	602	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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			Agency	Storage	Total				Page No.	Agency Item No.	
	603	SUPERFUND SITE FILES	PM	PM	PM	A	INCLUDES BOTH FEDERAL AND STATE SUPERFUND SITES, ABANDONED SITES, AND FINANCIAL ASSURANCE DOCUMENTS FROM MULTI-SITE COOPERATIVE AGREEMENTS. AFTER COST RECOVERY IS DETERMINED TO BE COMPLETE IN CONSULTATION WITH SITE ATTORNEY, THE SUPERFUND SITE FILES WILL BE FILMED AND THE MICROFILM WILL BE RETAINED PERMANENTLY. ORIGINAL MICROFILM WILL BE STORED AT THE TEXAS STATE LIBRARY, AND A DUPLICATE OF THE MICROFILM WILL BE STORED IN CENTRAL FILE ROOM.	90-582-007 09-582-409	113	603	C
									121	640	D

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed D – Deleted
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**Records Retention Schedule Amendment**

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
1.1.058	728	TEXAS GROUNDWATER PROTECTION COMMITTEE - MEETINGS, REPORTS, LETTERS, CERTIFICATES, INTERAGENCY AGREEMENTS, WEBSITE	PM		PM	A	THIS RECORD SERIES CONTAINS TGPC MEETING RECORDS, REPORTS (ACTIVITIES AND RECOMMENDATIONS OF THE TGPC LEGISLATIVE REPORT, JOINT GROUNDWATER MONITORING AND CONTAMINATION REPORT, AND TEXAS GROUNDWATER PROTECTION STRATEGY), AGENCY REPRESENTATIVE DESIGNATION LETTERS, OPEN MEETING ACT TRAINING CERTIFICATES, INTERAGENCY AGREEMENTS, AND WEBSITE. THE ANNUAL TGPC JOINT REPORT (TCEQ SFR-056) DESCRIBES THE CURRENT STATUS OF GROUNDWATER MONITORING PROGRAMS OF EACH MEMBER AGENCY AS WELL AS GROUNDWATER CONTAMINATION CASES DOCUMENTED OR UNDER ENFORCEMENT DURING THE CALENDAR YEAR. THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A COPY TO THE ARCHIVES & INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New		
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**Records Retention Schedule Amendment**

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2. Agency Code		3. Agency Name									
582		TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend Type
			Agency	Storage	Total				Page No.	Agency Item No.	
1.1.008	729	TEXAS GROUNDWATER PROTECTION COMMITTEE - TEXAS REGISTER, MISCELLANEOUS CORRESPONDENCE	FE+2		FE+2		THIS RECORD SERIES CONTAINS EXAS GROUNDWATER PROTECTION COMMITTEE TEXAS REGISTER AND MISCELLANEOUS CORRESPONDENCE.				N
1.1.062	730	TEXAS GROUNDWATER PROTECTION COMMITTEE - SUBCOMMITTEE MEETINGS, REPORT SUPPORTING MATERIAL	FE+7		FE+7	A	THIS RECORD SERIES CONTAINS TGPC SUBCOMMITTEE (AGRICULTURAL CHEMICALS, DATA MANAGEMENT, GROUNDWATER RESEARCH, LEGISLATIVE REPORT, NONPOINT SOURCE, AND PUBLIC OUTREACH AND EDUCATION) MEETING RECORDS AND THE ACTIVITIES AND RECOMMENDATIONS OF THE TGPC LEGISLATIVE REPORT (TCEQ SFR-047) SUPPORTING MATERIAL. THE BIENNIAL TGPC LEGISLATIVE REPORT DOCUMENTS THE TGPC'S ACTIVITIES TO THE TEXAS LEGISLATURE WITH RECOMMENDATIONS FOR NEW GROUNDWATER PROTECTION PROGRAMS.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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**Records Retention Schedule Amendment**

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2. Agency Code		3. Agency Name									
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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
	731	TEXAS GROUNDWATER PROTECTION COMMITTEE - STRATEGY REPORT SUPPORTING MATERIAL	FE+20		FE+20						N
	732	EPA RCRA SUBTITLE C SITE ID FORMS (EPA Form 8700-12)	CE+5	15	CE+20		14-582-520				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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**Records Retention Schedule Amendment**

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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. Current Schedule		12. Amend Type
			Agency	Storage	Total				Page No.	Agency Item No.	
	733	INDUSTRIAL AND HAZARDOUS WASTE REGISTRATIONS	20		20		REGISTRATION FORMS, 8700-12S, PERMITS, REPORTS, AND UPDATE REQUESTS, CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS PRIOR TO 2006 ON MICROFILM UNDER AGENCY ITEM NUMBER 346 WILL REMAIN AT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORDS CENTER PERMANENTLY.				N
	734	INDUSTRIAL AND HAZARDOUS WASTE PERMITS AND REPORTS	AC+20		AC+20	E	AC = SITE INACTIVE, CEASED OPERATIONS, NO LONGER REGULATED, OR PHYSICALLY CLOSED. SEND COPIES OF AGENCY PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)
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			Agency	Storage	Total				Page No.	Agency Item No.	
	735	MUNICIPAL SOLID WASTE FACILITY PERMIT FILES	AC+10		AC+10	E	AC = PERMIT (OR REGISTRATION) REVOCATION OR SUPERSEDED. MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE. CONFIDENTIAL RECORDS STORED UNDER AGENCY ITEM NUMBER 428. RECORDS INCLUDE CORRESPONDENCE, APPLICATIONS, AND REPORTS. THEY MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE. RECORDS ARE STORED ON MICROFILM AND WILL REMAIN AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER PERMANENTLY. RECORDS MICROFILMED 2010 UNDER AIN 427 AND PRIOR ARE ON THE ROLLS STORED AT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. DUPLICATE MICROFILM STORED IN THE CENTRAL FILE ROOM.				N
	736	ELECTRONIC RECYCLING PROGRAM	AV		AV		THE COMPUTER AND TV RECYCLING PROGRAM ELECTRONIC RECORDS INCLUDE NOTIFICATIONS AND RECOVERY PLANS SUBMITTED BY MANUFACTURERS AND ACCOMPANYING ELECTRONIC DOCUMENTATION THAT SERVE TO MODIFY OR CLARIFY THE PLANS AND ELECTRONIC COPIES OF THE ANNUAL REPORT FORMS THAT ARE SUBMITTED BY MANUFACTURERS.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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**Records Retention Schedule Amendment**

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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.
	737	ELECTRONIC RECYCLING PROGRAM (CONFIDENTIAL RECORDS)	AV		AV		THE COMPUTER AND TV RECYCLING PROGRAM ELECTRONIC RECORDS INCLUDE NOTIFICATIONS AND RECOVERY PLANS SUBMITTED BY MANUFACTURERS AND ACCOMPANYING ELECTRONIC DOCUMENTATION THAT SERVE TO MODIFY OR CLARIFY THE PLANS AND ELECTRONIC COPIES OF THE ANNUAL REPORT FORMS THAT ARE SUBMITTED BY MANUFACTURERS. CONFIDENTIAL INFORMATION MAY INCLUDE TV MANUFACTURER SALES INFORMATION (WHICH MUST BE SUBMITTED ON THE REGISTRATION FORM) OR ANY INFORMATION THE MANUFACTURER SPECIFICALLY MARKS AS CONFIDENTIAL AND THAT MEETS CONFIDENTIALITY REQUIREMENTS IN 30 TAC 1.5 (d).				N

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April 8, 2013

Ms. Dorca Zaragoza-Stone  
Deputy Director for the Office of Adm. Services  
Texas Commission on Environmental Quality  
M.C. 179  
Austin, TX 78711-3087

State and Local  
Records Management

Re: Texas Commission on Environmental Quality  
6th Recertification, Amendment Number 1

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

Dear Ms. Zaragoza-Stone:

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

Enclosed are approved amendment pages to your records retention schedule. Please maintain these pages with your currently approved schedule so that they can be easily referenced.

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

[www.tsl.state.tx.us](http://www.tsl.state.tx.us)

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

*Commission Chairman*  
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please call the information analyst assigned to your agency, Bret Adams, at 512-936-0270.

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

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure  
cc: State Auditor, State Archivist  
cc: (without enclosure) Zak Covar

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01-582/582



# 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 582  
Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*(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 *Dorca Zaragoza-Stone*  
Name (Print or type) DORCA ZARAGOZA-STONE, PMP  
Date 10/19/12

## 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 4/4/13

Cert/Recert No. 6 Amendment No. 1

---

## CAUTION

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

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





Texas  
State Library  
and Archives  
Commission

STATE OF TEXAS

**Records Retention Schedule Amendment**

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Form SLR 105C must  
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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

									33	253	D
									125	672	D
1.1.008	104	CORRESPONDENCE - GENERAL	2		2		NON-ADMINISTRATIVE INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE IN ANY MEDIA.		1	104	C
1.1.007	105	CORRESPONDENCE - ADMINISTRATIVE	4		4	A	INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE IN ANY MEDIA PERTAINING TO FORMULATION, PLANNING, MODIFICATION, AND IMPLEMENTATION OF THE PROGRAMS OR PROJECTS OF TCEQ AND THE POLICIES AND PROCEDURES THAT GOVERN TCEQ. COMMISSIONERS, EXECUTIVE DIRECTOR, DEPUTY DIRECTOR, GENERAL COUNSEL, AND DIRECTORS OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, COMPLIANCE AND ENFORCEMENT, AND LEGAL SERVICES, ARE ARCHIVAL		1	105	C
1.1.071	117	OFFICE POLICIES AND PROCEDURES - WORKING FILES	AC+3		AC+3	E	AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES. WORKING FILES USED IN THE DEVELOPMENT OF MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY OR EXTERNALLY.		3	117	C

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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

1.1.067	139	EXECUTIVE REVIEW/NATIONAL COMMENTS	3		3	A	AGENCY RESPONSES TO REQUEST FOR COMMENTS ON NP POSITIONS, REQUESTS RECEIVED FROM EPA, CONGRESS, STAPPA, NEC & OTHER FED AGENCIES & NATL ORGS		6	139	C
	161	AIR COMPLIANCE CONFIDENTIAL FILES OVERSIZED DOC, MAPS, PHOTOS, ETC	5	10	15	E	CONFIDENTIAL OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM AIN 160 PRIOR TO MICROFICHING ARE SENT TO STORAGE AT TEXAS STATE LIBRARY. NON-CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 163.	08-582-321	10	161	C
	177	AIR OPERATING PERMITS TITLE V OVERSIZED DOCS, MAPS, PHOTOS, ETC.	5	25	30	E	OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM 174 PRIOR TO MICROFILMING ARE SENT TO STORAGE AT TEXAS STATE LIBRARY. CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 176.	04-582-294 08-582-323	15	177	C

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1.1.002	222	CHIEF AUDITOR'S OFFICE AUDIT REPORTS	AC+7		AC+7	A	AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. AUDITS AND REVIEWS PERFORMED BY TCEQ. AUDIT PROJECTS ARE MAINTAINED VIA HARD COPY AND/OR IN ELECTRONIC FORMAT VIA TEAMMATE (SINCE 2006). ELECTRONIC COPIES OF FINAL AUDIT REPORTS ARE SENT TO TCEQ COMMISSIONERS, EXECUTIVE MANAGEMENT, AUDITEES, THE STATE AUDITORS OFFICE, LEGISLATIVE BUDGET BOARD, GOVERNORS OFFICE, THE SUNSET ADVISORY COMMISSION, AND OTHER INTERESTED PARTIES. SENDING COPIES OF THE AUDIT REPORTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT. RECORD SERIES COULD CONTAIN CONFIDENTIAL INFORMATION.		26	222	C
1.1.006	229	TCEQ COMPACT WITH TEXANS	AC+3		AC+3		AC = FINAL DISPOSITION OF THE COMPLAINT OR INQUIRY. COMPLAINTS AND INQUIRIES FILED UNDER TCEQ COMPACT WITH TEXANS CUSTOMER SERVICE PLEDGE. CUSTOMER SATISFACTION SURVEYS ARE UNDER AGENCY ITEM NUMBER 254. TEXAS ADMINISTRATIVE CODE 2114.006 .		27	229	C

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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

	245	COST SUMMARY REPORTS - WITH/WITHOUT SUPPORT DOCUMENTS	3		3		REPORTS PROVIDED TO EPA & AGENCY REQUESTERS. INCLUDES THE COST RECOVERY REPORTS WITH AND WITHOUT SUPPORTING DOCUMENTATION. DOCUMENTS ARE BEING SAVED ON COMPACT DISC.		31	245	C
	292	ENVIROMENTOR VOLUNTEER INFORMATION	AC+3		AC+3		AC = NO LONGER ACTIVE IN THE PROGRAM. THESE RECORDS ARE FOR THE MONITORING OF VOLUNTEERS/MENTORS WHO ASSIST IN THE ENVIROMENTOR PROGRAM. RECORDS INCLUDE APPLICATION, RESUME AND WAIVERS.		42	292	C
1.1.062	312	GALVESTON BAY ESTUARY PROGRAM PROJECT FILES	AC+5	5	AC+10	A	AC = DATE OF THE REPORT OR PUBLICATION OF PLAN. RECORDS INCLUDE PROGRAM CORRESPONDENCE, REPORTS, PLANNING RECORDS, AND PROJECT FILES. REPORTS AND PLANS SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILL THE ARCHIVAL REQUIREMENTS. ALL CORRESPONDENCE NOT FINANCIAL OR CONTRACT RELATED WHICH ARE SIGNIFICANT SHOULD BE TRANSFERRED TO THE STATE ARCHIVES WHEN RETENTION IS MET.	10-582-482	46	312	C

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	332	HOUSEHOLD HAZARDOUS WASTE PROGRAM FILES	AC+1		AC+1		AC = END OF NOTIFICATION PERIOD. DOCUMENTS WILL BE KEPT AN ADDITIONAL YEAR BY PROGRAM AFTER END OF NOTIFICATION OR UPON RECEIPT OF UPDATED INFORMATION. NOTIFICATIONS AND ANNUAL COLLECTION REPORTS SUBMITTED BY THE REGULATED COMMUNITY FOR HOUSEHOLD HAZARDOUS WASTE COLLECTIONS AS REQUIRED BY AGENCY RULES.		49	332	C
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1.1.067	337	IHW - EPA BIENNIAL REPORT - TEXAS	CE	20	CE+20	A	THE BIENNIAL REPORT IS REQUIRED BY EPA. IT CONTAINS FILES WHICH DESCRIBE THE TYPE AND QUANTITY OF HAZARDOUS WASTE GENERATED AND MANAGED IN TEXAS. THE REPORT, KNOWN AS NATIONAL BIENNIAL RCRA HAZARDOUS WASTE REPORT, IS BASED ON ANNUAL WASTE SUMMARY INFORMATION FROM LARGE QUANTITY GENERATORS, MONTHLY WASTE RECEIPT SUMMARY INFORMATION FROM TREATMENT STORAGE AND DISPOSAL FACILITIES, AND NOTICES OF REGISTRATIONS. MAY ALSO INCLUDE SUPPLEMENTAL PAPER DATA. AGENCY PROGRAM CREATES THE EPA REQUIRED ASCII FLAT FILES TO BE TRANSFERRED TO EPA'S RCRAINFO DATABASE. ELECTRONIC RECORDS KEPT ON THE AGENCY NETWORK DRIVE. SENDING A COPY OF THE TCEQ PRODUCED REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT.	93-582-088	51	337	C
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	345	INDUSTRIAL AND HAZARDOUS WASTE REGISTRATION - GENERAL FILES	1	19	20	E	RELATED TO THE I&HW PROGRAM. CONTAINS EPA 8700-12S, ONE TIME SHIPMENT REQUESTS, NON REGISTERED FACILITIES' SUBMISSIONS OF MISCELLANEOUS CORRESPONDENCE. SEND COPIES OF THE AGENCY-PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	98-582-181	53	345	C
	347	INDUSTRIAL HAZARDOUS WASTE - CONFIDENTIAL	AC+5	15	AC+20	E	AC = TERMINATED, COMPLETED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, OR PHYSICALLY CLOSED. CONFIDENTIAL DOCUMENTS FROM REGISTERED FACILITIES RELATED TO INDUSTRIAL & HAZARDOUS WASTE PROGRAM. NO FILES KEPT IN PROGRAM AREA. INCLUDES OVERSIZED DOCUMENTS & MAPS AND PHOTOS. SEND COPIES OF THE AGENCY-PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	11-582-502	53	347	C
	348	INDUSTRIAL HAZARDOUS WASTE - OVERSIZED DOCS, MAPS, PHOTOS AND REPORTS	AC	20	AC+20	E	AC = WHEN RECORDS ARE MICROFILMED UNDER AIN 347. RELATED TO IHW REGISTRATION PROGRAM - OVERSIZED DOCS, MAPS, PHOTOS, AND REPORTS. SEND COPIES OF AGENCY PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	92-582-076 09-582-408	53	348	C

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	349	INDUSTRIAL HAZARDOUS WASTE REGISTRATION - OVERSIZED MAPS, PHOTOS, AND REPORTS - GENERAL - CONFIDENTIAL	AC	20	AC+20	E	AC = WHEN RECORDS ARE MICROFILMED UNDER AIN 350. RELATING TO THE IHW REGISTRATION PROGRAM GENERAL. CONTAIN OVERSIZED DOCS WITH CONFIDENTIAL INFORMATION. NO FILES KEPT IN PROGRAM AREA. SEND COPIES OF THE AGENCY PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	10-582-489 10-582-490	54	349	C
	350	INDUSTRIAL HAZARDOUS WASTE REGISTRATION - GENERAL - CONFIDENTIAL	AC	20	AC+20	E	AC = SITE INACTIVE, CEASED OPERATIONS, NO LONGER REGULATED, OR PHYSICALLY CLOSED. RELATING TO THE IHW REGISTRATION PROGRAM GENERAL FILES. NO FILES KEPT IN PROGRAM AREA. RECORDS KEPT IN CENTRAL FILE ROOM. SEND COPIES OF THE AGENCY-PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	10-582-488	54	350	C
	362	INNOCENT OWNER/OPERATOR PROGRAM FILES SUPPORTING DOCUMENTATION - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	E	AC = WHEN RECORDS STORED UNDER AIN 361 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	02-582-268 09-582-352	59	362	C

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1.1.058	383	LANDSCAPE IRRIGATOR ADVISORY COMMITTEE (IAC) MEETINGS AND MINUTES	PM		PM	A	PAPER COPIES OF MINUTES SENT TO THE STATE ARCHIVES FULFILL THE ARCHIVAL REQUIREMENT.		62	383	C
1.1.067	423	MUNICIPAL SOLID WASTE ANNUAL REPORT OF TRENDS IN WASTE VOLUME & PROCESSING	AC+10		AC+10	E	AC = PUBLICATION OF ANNUAL REPORT OF TRENDS & WASTE VOLUME & PROCESSING. PRIOR TO 1999 REPORTS STORED IN PAPER FORMAT; 1999 - PRESENT REPORTS STORED ELECTRONICALLY. COPIES OF THE PUBLISHED SUMMARY REPORT ARE SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.		69	423	C
1.1.063	432	MUNICIPAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY ADVISORY COUNCIL (MSWM AND RRAC) MEETING MINUTES SUPPORTING DOCUMENTS	AC	10	AC+10		AC = DATE OF MEETING. RECORD HIGHLIGHTS OF MEETINGS HELD FOR MUNICIPAL SOLID WASTE MANAGEMENT RESOURCE RECOVERY ADVISORY COUNCIL MEETINGS THAT ARE HELD QUARTERLY.	99-582-229	71	432	C

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	451	OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES / REGISTRATIONS	US+1		US+1	US+1 OR A ROLLING FIVE YEAR PERIOD, WHICHEVER OCCURS FIRST. THIS RECORD SERIES WILL COVER THE TCEQ OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES/REGISTRATIONS FOR ANY PERSONS OR COMPANIES RELATING TO THEIR INFORMATION TO OBTAIN/MAINTAIN/REVOKE OR SUSPEND ANY AND ALL OCCUPATIONAL LICENSING PROGRAMS AND COMPANIES. ACTIVE LICENSEES' FILES: INCLUDES APPLICANT INFO, APPLICANT SUPPLEMENT FORMS, EXPIRATIONS, EXAMS, DENIALS/FAILURES AND DEFICIENCY LETTERS, COMPLAINT LETTERS FROM GENERAL PUBLIC, COPIES OF COMPLAINTS FROM OFFICE OF COMPLIANCE AND ENFORCEMENT, AND EMPLOYER INFO, ETC		78	451	C
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	471	PESTICIDE MANAGEMENT PLAN AND IMPLEMENTATION	PM		PM	A	DOCUMENTATION OF INTERAGENCY COORDINATION IN DEVELOPMENT OF TCEQ PESTICIDE MANAGEMENT PLAN (PMP). INCLUDES TCEQ PUBLICATION SFR-070/01, THE INTERAGENCY PESTICIDE DATABASE (IPD) - A RELATIONAL DATABASE MAINTAINED ON AN AGENCY SERVER, AND MONITORING DATA AND REPORTS GENERATED THROUGH IMPLEMENTATION OF THE PMP. THE PMP IS IN ACCORDANCE WITH TEXAS WATER CODE, CHAPTER 26. SENDING COPIES OF THE STATE PESTICIDE MANAGEMENT PLAN TO THE PUBLICATIONS CLEARINGHOUSE FULFILLS THE ARCHIVAL REQUIREMENT.		84	471	C
	473	PETROLEUM STORAGE TANK ENFORCEMENT FILES (ACTIVE)	AC+1 0		AC+10	E	AC = REMOVAL OF TANK. RECORDS KEPT IN CENTRAL FILE ROOM. ANY RECORDS OR FILES PERTAINING TO AN ENFORCEMENT ACTION ARE MAINTAINED UNTIL PETROLEUM STORAGE TANKS ARE REMOVED FROM DESIGNATED FACILITIES. THE REMOVAL OF TANKS IS NOT MONITORED BY THE ENF DIVISION.		85	473	C

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	477	PETROLEUM STORAGE TANK REGISTRATIONS CONFIDENTIAL - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	E	AC = WHEN RECORDS STORED UNDER AIN 476 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-369	86	477	C
	480	PETROLEUM STORAGE TANK REGISTRATIONS GENERAL UNNUMBERED CONFIDENTIAL - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	R	AC = WHEN RECORDS STORED UNDER AIN 479 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-370	87	480	C

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2.1.002	488	POLLUTION PREVENTION AND INDUSTRY ASSISTANCE ELECTRONIC TRACKING SYSTEMS	AV		AV	E	DATABASE USED TO TRACK POLLUTION PREVENTION RECORDS SUBMITTED IN ACCORDANCE WITH 30 TAC 335 SUBCHAPTER Q. CERTAIN REGULATED FACILITIES ARE REQUIRED TO ESTABLISH A PLAN TO REDUCE POLLUTION AND SUBMIT A SIGNED COPY OF THE EXECUTIVE SUMMARY AND CERTIFICATE OF COMPLETENESS. TRACKING INFORMATION IS ENTERED INTO THE DATABASE AND THE RECORD IS SCANNED AND STORED ELECTRONICALLY. THIS DATABASE ALSO STORES THE ANNUAL PROGRESS REPORT. RECORDS WILL BE STORED FOR THEIR PROGRAM ADMINISTRATIVE VALUE, BUT NOT LESS THAN FIVE YEARS.		88	488	C
	524	RADIOACTIVE MATERIALS LICENSING OVERSIZED DOCS, MAPS, PHOTOS, ETC	PM		PM	A	IN PROGRAM AREA STORED IN ROOM 1206 FILE ROOM.		97	524	C

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1.1.070	541	REGIONAL PLAN DEVELOPMENT & IMPLEMENTATION	US		US	A	RETAINED UNTIL SUPERSEDED BY MORE CURRENT VERSION. TEXAS HEALTH & SAFETY CODE 363.064 (e) [CLOSED LANDFILL INVENTORY] & 363.062 (F) [REGIONAL SOLID WASTE MANAGEMENT PLANS]. SENDING COPIES OF THE REGIONAL PLANS TO THE PUBLICATIONS DEPOSITORY FULFILLS THE ARCHIVAL REQUIREMENT.		100	541	C
1.1.070	566	RULE DEVELOPMENT HISTORY & ANNOTATIONS - PAPER RECORDS		50	50	E	INCLUDES HEARING INFORMATION, WRITTEN COMMENTS, TRANSCRIPTS AND BOOKS, GUIDELINES, DIRECTIVES, ADMINISTRATIVE RULES, POLICIES OR PROCEDURES ISSUED BY AN AGENCY IN FULFILLING LEGISLATIVE MANDATES OR MISSIONS. RESULTS MAY IMPOSE REQUIREMENTS OR HAVE AN EFFECT ON OTHER ENTITIES.	93-582-118	104	566	C
	599	SUB-METERED/ALLOCATED PROPERTIES	AC	30	AC+30		AC = CLOSE OF FACILITY/PROPERTY. REGISTRATION FORMS AND LIMITED CORRESPONDENCE FOR MULTI UNIT/TENANT PROPERTIES.	04-582-304 12-582-518	112	599	C

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1.1.070	634	TEXAS RISK REDUCTION PROGRAM GUIDANCE	AC+3		AC+3		AC = COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. FORMS DOCUMENTATION ON TCEQ CHAPTER 350 RULE AND FORMS DEVELOPMENT. COPIES OF GUIDANCE DOCUMENTS ARE SENT TO THE PUBLICATIONS CLEARINGHOUSE.		119	634	C
	666	VOLUNTARY COMPLIANCE ASSISTANCE TO REGULATED ENTITIES	FE+5		FE+5		THESE RECORDS DOCUMENT WORK PERFORMED AND ENVIROMENTORS ASSIGNED TO REGULATED ENTITIES. ALSO INCLUDE WHEN ASSISTANCE FROM THE ENVIROMENTORS TO RECIPIENT CEASES, PROJECT SUMMARY, WAIVERS, AND REQUEST FOR MATCH.		124	666	C
	671	WASTE REDUCTION POLICY ACT: ELECTRONIC ANNUAL PROGRESS REPORT	AV		AV	A	ANNUAL PROGRESS REPORTS USED TO RECORD PROGRESS OF REGULATED FACILITIES POLLUTION PREVENTION ACTIVITIES. REPORTS ARE SUBMITTED ANNUALLY BY CERTAIN FACILITIES. REPORTS ARE SUBMITTED ELECTRONICALLY THRU THE STATE OF TEXAS ELECTRONIC ENVIRONMENTAL REPORTING SYSTEM (STEERS) DIRECTLY TO THE DATABASE. SOME REPORTS AND AMENDED RECORDS ARE SUBMITTED VIA A PAPER FORM WHICH IS ENTERED INTO THE DATABASE. PROGRAM REQUIREMENTS ARE FOUND IN 30 TAC 335 SUBCHAPTER Q.		125	671	C

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	679	WATER QUALITY MANAGEMENT PLAN	PM	PM	PM	A	THE WATER QUALITY MANAGEMENT PLAN (WQMP) IS A STATE WASTE TREATMENT MANAGEMENT PLAN. THE CLEAN WATER ACT MANDATES THAT THE WQMP BE UPDATED AS NEEDED TO FILL INFORMATION GAPS AND REVISE EARLIER CERTIFIED AND APPROVED PLANS. ANY UPDATES TO THE PLAN NEED INVOLVE ONLY THE ELEMENTS OF THE PLAN THAT REQUIRE MODIFICATION. THE ORIGINAL PLAN AND ITS SUBSEQUENT UPDATES ARE COLLECTIVELY REFERRED TO AS THE STATE OF TEXAS WATER QUALITY MANAGEMENT PLAN. CONTAINS WQMP UPDATE CERTIFICATIONS APPROVED BY THE TCEQ EXECUTIVE DIRECTOR AND EPA. RECORDS PERTAIN TO WATER QUALITY PLANNING RELATING TO WASTEWATER PERMITS FOR THE STATE OF TEXAS. PUBLISHED COPIES ARE KEPT IN THE WATER QUALITY DIVISION LIBRARY, TCEQ LIBRARY AND THE WATER QUALITY PLANNING DIVISION. SENDING A COPY OF THE PLAN QUARTERLY UPDATES AS THEY ARE PREPARED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT.	10-582-473	128	679	C
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type
			Agency	Storage	Total			Page No.	Agency Item No.	

1.1.024	680	WATER QUALITY MANAGEMENT REPORTS	CE+2 0		CE+20	A	WATER QUALITY MANAGEMENT PLAN SECTION 205J CLEAN WATER ACT. SUPPORTS PERMITTING AND WATER QUALITY PLAN, NPS ANNUAL REPORTS AND MANAGEMENT PROGRAM. CLEAN RIVERS REPORTS SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILL THE ARCHIVAL REQUIREMENT.		128	680	C
	689	WATER RIGHTS - CANCELED, DENIED, DISMISSED, ABANDONED OR UNNUMBERED	AC	20	AC+20	A	AC = FINAL ACTION COMPLETED. WATER RIGHTS - CANCELED, DENIED, DISMISSED, ABANDONED OR UNNUMBERED CONSISTS OF DOCUMENTS SUCH AS MAP'S, DEEDS AND CORRESPONDENCE.	93-582-086	130	689	C
1.1.058	698	WATER UTILITY OPERATOR LICENSING ADVISORY COMMITTEE (WUOLAC) MEETING AND MINUTES, AGENDAS, RECOMMENDATIONS	PM		PM	A	ADVISORY COUNCIL AGENDAS, MINUTES, AND COMMISSIONERS RESOLUTIONS REGARDING THE ADVISORY COMMITTEE. COPIES OF MINUTES SENT TO THE STATE ARCHIVES FULFILL THE ARCHIVAL REQUIREMENT.		132	698	C

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



Texas  
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STATE OF TEXAS

**Records Retention Schedule Amendment**

SLR 122

Form SLR 105C must accompany this form.

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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

1.1.008	715	EXECUTIVE DIRECTOR'S CORRESPONDENCE AND READING FILE	3		3	A	RESPONSES FROM THE EXECUTIVE DIRECTORS OFFICE IN REGARDS TO CORRESPONDENCE RECEIVED IN THEIR OFFICE.				N
	716	CRIMINAL CONVICTION RECORDS	AV		AV		RECORDS OF CRIMINAL CONVICTION. CHARGING INSTRUMENTS, PLEA DOCUMENTS, DISPOSITION, AND SENTENCING DOCUMENTS.				N
	717	CHIEF AUDITOR'S OFFICE INVESTIGATIONS	AC+3		AC+3		AC = DATE THE FINAL INVESTIGATION REPORT IS DISTRIBUTED TO APPROPRIATE PARTIES. INVESTIGATIONS ARE MAINTAINED VIA HARD COPY AND/OR IN ELECTRONIC FORMAT. ALLEGATIONS OF FRAUD, WASTE, OR ABUSE THAT WARRANT FURTHER INVESTIGATION BY THE CHIEF AUDITOR'S OFFICE BECOME AN INVESTIGATION. PROTECTED UNDER TEXAS GOVERNMENT CODE 552.116				N

Retention Codes (Field 7)			Archival Codes (Field 8)			Amendment Codes (Field 12)		
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**Records Retention Schedule Amendment**

**SLR 122**

Form SLR 105C must accompany this form.

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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend . Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

	718	CHIEF AUDITORS OFFICE AUDIT WORK PAPERS & FOLLOW-UPS	AC+7		AC+7		AC = DATE THE FINAL REPORT IS PUBLISHED. THESE ARE HARD COPIES AND/OR ELECTRONIC FORMAT OF ALL THE SUPPORTING DOCUMENTS FROM AN AUDIT OR PROJECT THAT THE CAO PERFORMS. AT THE CONCLUSION OF THE FOLLOW-UP, THESE FILES ARE TO BE KEPT UNTIL THE END OF THE FOLLOWING THIRD YEAR. AUDIT WORKING PAPERS ARE PROTECTED FOR CONFIDENTIALITY UNDER TEXAS GOVERNMENT CODE 552.116 .				N
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**Records Retention Schedule Amendment**

**SLR 122**

Form SLR 105C must accompany this form.

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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

	719	AGGREGATE PRODUCTION OPERATIONS	AC+1	9	AC+10		AC = WHEN AN APPLICATION HAS BEEN DENIED OR WITHDRAWN, WHEN A DETERMINATION HAS BEEN MADE THAT A REGISTRATION IS NOT REQUIRED, WHEN THE AUTHORIZATION IS TERMINATED OR EXPIRED (UNLESS A NEW APPLICATION FOR THE SAME SITE IS SUBMITTED WITHIN THE RETENTION PERIOD, IN WHICH CASE BOTH REGISTRATION RECORD FILES (TERMINATED OR EXPIRED AND NEW) ARE CONSIDERED TO BE ACTIVE FILES AND MUST BE RETAINED). THIS RECORD SERIES WILL CONTAIN REGISTRATION FORMS INCLUDING AUTHORIZATION APPLICATIONS, AUTHORIZATION CHANGE REQUESTS, AUTHORIZATION TERMINATION REQUESTS, AND CORRESPONDENCE RELATED TO PROCESSING THESE FORMS. RECORDS WILL EXPIRE ANNUALLY. REGISTRATION NUMBERS ARE ASSIGNED AS : AP+SEVEN ALPHA-NUMERIC DIGITS (IN SEQUENTIAL ORDER BEGINNING WITH AP0000001). RECORDS CAN BE PAPER AND/OR ELECTRONIC. ACTIVE RECORDS WILL BE HELD AT THE TARLINGTON STATE UNIVERSITY ACCORDING TO WORK CONTRACT WITH TCEQ.	13-582-519			N
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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**Records Retention Schedule Amendment**

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Form SLR 105C must accompany this form.

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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

1.1.058	720	COMPLIANCE ADVISORY PANEL (CAP) MEETING MINUTES	PM		PM	A	RECORDS ARE MEETING MINUTES RECEIVED FROM THE COMPLIANCE ADVISORY PANEL, AN ADVISORY GROUP CHARGED WITH ADVISING THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY'S SMALL BUSINESS AND ENVIRONMENTAL ASSISTANCE PROGRAM ON ITS ACTIVITIES. MEETINGS ARE HELD BIANNUALLY. THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A PAPER COPY OF THE MEETING MINUTES TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION ANNUALLY.				N
1.1.058	721	GALVESTON BAY COUNCIL MINUTES AND AGENDA	PM		PM	A	RECORDS ARE FROM THE GALVESTON BAY COUNCIL MEETING AGENDA AND MINUTES HELD QUARTERLY. THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A PAPER COPY OF THE MEETING MINUTES TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION ANNUALLY.				N
1.1.062	722	GALVESTON BAY COUNCIL MEETING SUPPORTING DOCUMENTATION	2		2	A	RECORDS INCLUDE DISCUSSION SUMMARIES OF THE COUNCIL MEETINGS AND NOTES.				N

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STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

Form SLR 105C must accompany this form.

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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

	723	MUNICIPAL SOLID WASTE ANNUAL REPORTING	3		3	A	SENDING COPIES OF THE PUBLISHED SUMMARY REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT				N
1.3.002	724	TCEQ PUBLICATIONS DEVELOPMENT FILES	AV		AV	R	RECORDS INCLUDES EMAILS FROM EACH PROGRAM AREA TO THE PUBLISHING SECTION ON REWRITES, AGENCY-WIDE REVIEW INFORMATION, SPECIAL REQUIREMENTS FOR SOME JOBS, PHOTOGRAPHS, DRAWINGS/GRAPHIC DESIGNS, AND DRAFT VERSIONS AND A FINAL VERSION OF THE PUBLICATION. PUBLICATIONS INCLUDE REPORTS, NEWSLETTERS, AND BROCHURES. CONTACT THE STATE ARCHIVES TO REVIEW PHOTOGRAPHS AND ARTWORK USED IN PUBLICATIONS WHEN THEY HAVE FULFILLED THEIR RETENTION. OTHER MATERIALS PRODUCED IN THIS SERIES DO NOT REQUIRE ARCHIVAL REVIEW PRIOR TO DISPOSITION.				N

Retention Codes (Field 7)			Archival Codes (Field 8)			Amendment Codes (Field 12)		
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# STATE OF TEXAS

## Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

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2. Agency Code 582		3. Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

	725	MUNICIPAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY ADVISORY COUNCIL (MSWM AND RRAC) MEETING MINUTES	PM		PM	A	RECORDS ARE MINUTES FROM THE MEETINGS OF THE MUNICIPAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY ADVISORY COUNCIL. MEETINGS ARE HELD QUARTERLY. 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.				N
	726	RIVER AUTHORITY MANAGEMENT AUDITS	15		15		RECORDS ARE MANAGEMENT AUDIT OF CERTAIN RIVER AUTHORITIES AND WATER DISTRICTS. AUDITS ARE FILED EVERY FIVE YEARS.				N
	727	TRAINING APPROVAL APPLICATIONS AND TRAINING PROVIDER CORRESPONDENCE	AC+5		AC+5		AC = THE DATE OF THE FINAL CORRESPONDENCE RELATED TO THE TRAINING EVENT. RECORD SERIES WILL CONTAIN APPLICATIONS FOR TRAINING APPROVAL AND CORRESPONDENCE BETWEEN TCEQ STAFF AND TRAINING PROVIDERS. APPLICATIONS MATERIALS MAY INCLUDE RG-373 APPLICATIONS, CONFERENCE, WEBINAR, AND ASSOCIATION MEETING MATERIALS. CORRESPONDENCE TYPES MAY INCLUDE E-MAILS, APPROVAL LETTERS, DEFICIENCY, LETTERS, AND DENIAL LETTERS.				N

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May 25, 2012

Ms. Dorca Zaragoza-Stone  
Deputy Director for the Office of Adm. Services  
Texas Commission on Environmental Quality  
M.C. 179  
Austin, TX 78711-3087

RE: Texas Commission on Environmental Quality  
Retention schedule approved for use.

Dear Ms. Zaragoza-Stone:

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 May 2015. If you have any questions, call the information analyst assigned to your agency, Bret Adams, at 512-936-0270.

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Mark R Vickery, PG

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](http://www.tsl.state.tx.us)

*Commission Chairman*  
Michael C. Waters

*Members*  
Sharon T. Carr  
Martha Doty Freeman  
Larry G. Holt  
Wm. Scott McAfee  
Sandra J. Pickett  
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*Director and Librarian*  
Peggy D. Rudd

*Assistant State Librarian*  
Edward Seidenberg

*Making  
information  
work  
for all  
Texans*

R01-582/582



Texas  
State Library  
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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 582  
 Agency Name TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*(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 *Dorcas Zaragoza Stone*

Name *(Print or type)* DORCA ZARAGOZA-STONE, PMP

Date 12/21/2011

**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 *Peggy D. Rudd*  
 Name *(Print or type)* Peggy D. Rudd

Date 5/23/12

Cert/Recert No. 6 Amendment No. \_\_\_\_\_

---

## CAUTION

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

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





# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
5.1.004	100	ADDRESS, TELEPHONE, AND MAILING LISTS	US		US		ANY MAILING ADDRESS, TELEPHONE OR FAX NUMBER, OR E-MAIL ADDRESS RECORDS MAINTAINED BY TCEQ ON ITS EMPLOYEES OR ENTITIES IT SERVES.			
1.1.064	101	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3		DOCUMENTS AGENCY OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES. USED FOR APPROPRIATIONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE TCEQ.			
4.5.006	102	ANNUAL OPERATING BUDGET	AC+6		AC+6		AC = SEPT 1 OF ODD NUMBERED YEARS. REQUIRED BY THE GENERAL APPROPRIATIONS ACT.			
1.1.002	103	AUDITS PERFORMED ON OR BY TCEQ	AC+7		AC+7		AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. AUDITS AND REVIEWS PERFORMED BY OR ON TCEQ, INCLUDING WORKING PAPERS.			
1.1.008	104	CORRESPONDENCE - GENERAL	1		1		NON-ADMINISTRATIVE INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE IN ANY MEDIA.			
1.1.007	105	CORRESPONDENCE - ADMINISTRATIVE	3		3	A	INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE IN ANY MEDIA PERTAINING TO FORMULATION, PLANNING, MODIFICATION, AND IMPLEMENTATION OF THE PROGRAMS OR PROJECTS OF TCEQ AND THE POLICIES AND PROCEDURES THAT GOVERN TCEQ. COMMISSIONERS, EXECUTIVE DIRECTOR, DEPUTY DIRECTOR, GENERAL COUNSEL, AND DIRECTORS OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, COMPLIANCE AND ENFORCEMENT, AND LEGAL SERVICES, ARE ARCHIVAL			

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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**SLR 105**

Rev. 2/09



# STATE OF TEXAS

## Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>							
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.010	106	DIVISION DIRECTIVES/GUIDELINES	US+1		US+1		ANY DOCUMENT THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.		
1.1.013	107	DESK CALENDARS, APPOINTMENT BOOKS, AND ITINERARY RECORDS	CE+1		CE+1	A	CALENDARS, APPOINTMENT BOOKS AND SCHEDULING RECORDS THAT DOCUMENT THE ACTIVITIES OF TCEQ OFFICIALS OR EMPLOYEES. COMMISSIONERS, EXECUTIVE DIRECTOR, DEPUTY DIRECTOR, GENERAL COUNSEL, AND DIRECTORS OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, AND COMPLIANCE AND ENFORCEMENT ARE ARCHIVAL. A RECORD OF THIS TYPE PURCHASED BY PERSONAL FUNDS, BUT USED BY A STATE OFFICIAL OR EMPLOYEE TO DOCUMENT DAILY ACTIVITIES IS CONSIDERED A PUBLIC RECORD.		
	108	DIVISION BUDGET REQUESTS	AC+6		AC+6		AC = SEPTEMBER 1 OF ODD-NUMBERED YEARS.		
5.2.010	109	EQUIPMENT MANUALS	LA		LA		LA = LIFE OF THE EQUIPMENT.		
5.2.026	110	FACILITIES RESERVATION LOGS	2		2		RESERVATION LOGS OR SIMILAR RECORDS RELATING TO THE USE OF AGENCY FACILITIES SUCH AS MEETING ROOMS, ETC.		
5.1.007	111	GRAPHIC REQUEST FORMS	AV		AV		ORIGINAL MAINTAINED IN MEDIA RELATIONS.		
2.1.008	112	HARDWARE DOCUMENTATION	AC		AC		AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE ENVIRONMENT. 13 TAC 6.94(a)		
1.1.004	113	LEGISLATIVE APPROPRIATIONS REQUESTS	AC+6		AC+6	A	AC = SEPTEMBER 1 OF ODD-NUMBER CALENDAR YEAR. REQUIRED COPIES TO THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION. COPIES OF SUPPORTING DOCUMENTATION SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code	<b>582</b>	3. Agency Name	<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>
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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				

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5.5.002	114	LONG DISTANCE TELEPHONE LOGS	2		2		LOGS FOR INTERNAL DOCUMENTATION INCLUDING TELEPHONE, FAX, OR ELECTRONIC TRANSMISSIONS.		
1.1.063	115	MEETING MINUTES AND NOTES - STAFF	1		1		MINUTES, NOTES AND SUPPORTING DOCUMENTATION.		
1.1.070	116	OFFICE POLICIES AND PROCEDURES	AC+3		AC+3	E	AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES. MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY OR EXTERNALLY.		
1.1.071	117	OFFICE POLICIES AND PROCEDURES - WORKING FILES	AC+3		AC+3	R	AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES. WORKING FILES USED IN THE DEVELOPMENT OF MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY OR EXTERNALLY.		
1.1.023	118	ORGANIZATION CHARTS	US		US	A	COLLECT SUPERSEDED ORGANIZATION CHARTS AND SUBMIT TO ARCHIVES ON A REGULAR BASIS.		
1.1.024	119	PLANS AND PLANNING RECORDS	AC+3		AC+3	R	AC = DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.		
	120	REFERENCE MATERIALS	US+1		US+1		SUBJECT MATTER REFERENCE MATERIALS.		
1.1.066	121	REPORTS - BIENNIAL OR ANNUAL	AC+6		AC+6	A	AC = SEP 1 OF ODD-NUMBERED CALENDAR YEARS. GOVERNOR AND LEGISLATIVE REPORTS REQUIRED BY STATUTE. ARCHIVAL REQUIREMENT = TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TSLAC.		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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**SLR 105**

Rev. 2/09



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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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. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
1.1.067	122	REPORTS & STUDIES (NON-FISCAL)	3		3	R	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS ON TCEQ PROGRAM SERVICES OR PROJECTS. MAY ALSO INCLUDE RESEARCH MATERIALS USED IN PREPARATION OF REPORT. INCLUDES INTERNAL AND EXTERNAL DISTRIBUTION.			
1.1.068	123	REPORTS ON PERFORMANCE MEASURES	AC+6		AC+6		AC = SEP 1 OF ODD-NUMBERED CALENDAR YEARS. QUARTERLY AND ANNUAL REPORTS ON TCEQ PERFORMANCE MEASURES SUBMITTED TO EXECUTIVE AND LEGISLATIVE OFFICES.			
1.1.069	124	REPORTS - ACTIVITY AND WEEKLY (SECTION)	1		1		DAILY OR PERIODIC REPORTS PERTAINING TO METRICS, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, ETC.			
1.1.070	125	RULES AND REGULATIONS (INTERNAL)	AC+3		AC+3	R	AC= COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY. REQUIRE ARCHIVAL REVIEW PRIOR TO DISPOSITION.			
1.1.040	126	SPEECHES AND PAPERS	AC		AC	A	AC = END OF TERM IN OFFICE OR TERMINATION OF SERVICE WITH TCEQ. NOTES OR TEXT OF SPEECHES, PAPERS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK. SPEECHES OF EXECUTIVE DIRECTOR, THE COMMISSIONERS, GENERAL COUNSEL, AND DIRECTOR'S OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, AND COMPLIANCE AND ENFORCEMENT ARE ARCHIVAL.			

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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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					
2.1.007	127	SOFTWARE DOCUMENTATION	AC		AC		AC = UNTIL ALL ELECTRONIC RECORDS TRANSFERRED & MADE USABLE IN NEW SOFTWARE. 13 TAC 6.97(a). CAUTION: IF AN ELECTRONIC RECORD IS SCHEDULED FOR PERMANENT RETENTION, SOFTWARE NEEDED FOR ACCESS TO THE RECORD MUST ALSO BE RETAINED PERMANENTLY.			
	128	SUPPLY REQUEST	FE		FE		SUPPLY REQUEST.			
1.1.070	129	TCEQ OPERATING POLICIES AND PROCEDURES	AC+3		AC+3	R	AC = PUBLICATION. ORIGINAL MAINTAINED BY DEPUTY OAS. MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY. REQUIRE ARCHIVAL REVIEW PRIOR TO DISPOSITION.			
1.1.026	130	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1		AC = DATE OF PUBLICATION IN THE TEXAS REGISTER. ANY DOCUMENTS REQUIRED BY LAW TO BE SUBMITTED TO TEXAS REGISTER.			
1.1.043	131	TRAINING MATERIAL AND MANUALS	US+1		US+1		INSTRUCTIONAL MATERIALS DEVELOPED BY TCEQ FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.			
3.3.030	132	TRAINING RECORDS - EMPLOYEE	US+2		US+2		AN EMPLOYEE CAN CHOOSE TO PLACE A COPY OF THEIR TRAINING RECORDS IN THEIR PERSONNEL FILE.			
1.1.057	133	TRANSITORY	AC		AC		AC = PURPOSE OF RECORD HAS BEEN FULFILLED. RECORDS OF TEMPORARY USEFULNESS THAT ARE NOT AN INTEGRAL PART OF ANOTHER RECORD SERIES.			
5.2.008	134	VENDOR FILES	LA+3		LA+3		EQUIPMENT HISTORY FILES AND SERVICE AGREEMENTS.			

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1.1.053	135	VISITOR REGISTRATION LOGS	AC		AC		AC = REPORT FILED WITH THE TEXAS ETHICS COMMISSION. CHIEF CLERKS OFFICE IS REQUIRED TO MAINTAIN THEIR VISITOR LOG AC+2.		
3.3.020	136	WORK SCHEDULES AND ASSIGNMENTS	1		1		WORK, SHIFT, OR ASSIGNMENT SCHEDULES.		
1.1.063	137	INTERNAL MEETING MINUTES AND NOTES	2		2				
	138	REFERENCE MATERIALS INFORMATION	AV		AV				
1.1.067	139	EXECUTIVE REVIEW/NATIONAL COMMENTS	3		3	A	AGENCY RESPONSES TO REQUEST FOR COMMENTS ON NP POSITIONS, REQUESTS RECEIVED FROM EPA, CONGRESS, STAPPA, NEC & OTHER FED AGENCIES & NATL ORGS		
1.1.011	140	RESOURCE CONSERVATION & RECOVERY ACT		25	25	A		92-582-069	
1.1.065	141	AIR, WASTE,& WATER POLICY GUIDANCE DOCUMENTS, REPORTS, & CORRESPONDENCE	AC+5		AC+5		AC = DATE REPORT DELIVERED. CORRESPONDENCE, GUIDANCE DOCUMENTS, RESEARCH & STUDY REPORTS, AGENCY REPORTS, CONTRACTOR DELIVERABLES RELATING TO WATER/WASTE WATER REGS POLICY FOR STATE & LOCAL GOVERNMENTS.		
1.1.024	142	AIR, WATER, WASTE REGULATIONS PROJECT FILES	AC+5		AC+5	R	AC = DECISION TO IMPLEMENT OR NOT AS RESULT OF PLANNING PROCESS. COMPLETED PENDING, WORKING FILES.		
	143	ENVIRONMENTAL PROTECTION AGENCY	10		10				

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	144	REGIONAL AND NATIONAL COMMITTEES	2	3	5	A	DOCUMENTATION OF AGENDAS, MINUTES FOR REGIONAL AND NATIONAL COMMITTEES.	04-582-297	
	145	POLLUTION CONTROL RESOURCE FILMS	PM	PM	PM		MULTIPLE PERMANENT RECORD SERIES WERE FILMED ON SAME ROLL. 106 HAS 123 ROLL OF MICROFILM, NO MORE ADDED.	96-582-143	
5.1.004	146	CENTRAL REGISTRY CORE DATA FORM	AC		AC		AC = AFTER ENTERED IN DATABASE. ORIGINALS CODED TO APPROPRIATE RECORD SERIES AND FORWARDED TO CENTRAL FILE ROOM.		
1.1.011	147	REGULATORY FLEXIBILITY PROGRAM	PM		PM	A	INCLUDES ORDERS, CORRESPONDENCE, REPORTS, AND APPLICATIONS RELATING TO A PERMITTED ENTITY. THIS PROGRAM MOVES FROM DIVISION TO DIVISION FOR REVIEW. FILED WITH PERMIT.		
	148	1099 FINANCIAL CAPACITY REVIEWS	AV		AV		INCLUDES INFORMATION SHOWING ABILITY OF OWNERS TO CONSTRUCT AND OPERATE FACILITIES.		
	149	319 (H) NON POINT SOURCE PROJECT GRANT BILLING SPREADSHEET	CE+10		CE+10		GRANT WORKSHEET, GRANT AWARD AND GRANT RECONCILIATION REPORT CATEGORICAL PROJECTS DOCUMENTS UNDER SECTIONS 319 CLEAN WATER ACT.		A4
4.7.007	150	ACCOUNTING STRUCTURE	FE+3		FE+3		DETAIL CHART OF ACCOUNTS INCLUDING USAS ACCOUNTING CLASSIFICATION, ORGANIZATIONAL STRUCTURE, AND INDEXES.		
	151	ACTIVE FINANCIAL INSTRUMENTS	US		US		INCLUDES FINANCIAL INSTRUMENTS - LETTERS OF CREDIT, SURETY BONDS, ACTIVE FINANCIAL TESTS, INSURANCE CERTIFICATIONS, AND TRUST AGREEMENTS.		

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	152	ADJUDICATION PROCESS DOCUMENTATION	PM	PM	PM	A	WHEN THE ADJUDICATION PROCESS WAS COMPLETED ALL DOCS/CORRESPONDENCE WERE FILMED. INCLUDES CERTIFICATES OF ADJUDICATION (MAY INCLUDE DAM SAFETY DOCS AND CANCELED RECORDS), AMENDMENTS, PLEADINGS TRANSCRIPTS AND EXHIBITS. OVERSIZED DOCUMENTS AND PHOTOS STORED UNDER AGENCY ITEM # 213. PAPER MAYBE REVIEWED BY STATE ARCHIVIST AFTER FILMING. ORIGINAL MICROFILM STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	93-582-093 09-582-410 10-582-442	
1.1.014	153	ADMINISTRATIVE HEARING FILES	AC+3		AC+3	E	AC = LAST ACTION. AFTER SOAH HEARING TRANSFERRED TO CCO (APPROVES/STAMPS) THEN FILED WITH SOAH AND RELEVANT PARTIES. IF LEGAL APPEAL FOR DISTRICT COURT THEN INDEX OF CASES SENT TO ATTORNEY GENERAL USED TO ASSEMBLE ADMINISTRATIVE HEARING RECORD, SOAH FILE, AND PROGRAM INFO.		
1.2.004	154	AGENCY FORMS	US		US		PRINTED FORMS THAT ARE DISTRIBUTED BY THE PUBLICATIONS SECTION UPON REQUEST FROM BOTH INTERNAL AND EXTERNAL CUSTOMERS.		
	155	AGENCY RULE FISCAL NOTES	FE+3		FE+3		ESTIMATES OF THE COSTS, SAVINGS, REVENUE GAIN, OR REVENUE LOSS RESULTING FROM THE IMPLEMENTATION OF PROPOSED AGENCY RULES.		
4.6.002	156	AGENCY/COMPROLLER RECONCILIATIONS	FE	3	FE+3			90-582-014	

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1.1.062	157	AGENDA BACKUP (SUPPORTING DOCUMENTS FOR COMMISSION AGENDAS)	FE+2		FE+2	A	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.		
2.1.002	158	AGENDA ITEM REQUEST DATABASE	AC		AC		AC = ALL AUDIT REQUIREMENTS HAVE BEEN MET. TRACKING SYSTEM OF CAPTIONS FOR ITEMS BEING SET FOR COMMISSION AGENDA.		
5.1.001	159	AGRICULTURE WASTE PESTICIDE COLLECTIONS	AC+4		AC+4		AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. MANIFEST FROM AGRICULTURAL WASTE PESTICIDE COLLECTIONS, RECYCLE COLLECTIONS, CONTRACTOR BIDS, CONTRACTS, CORRESPONDENCE, CERTIFICATE OF TREATMENT/DISPOSAL, SITE AND SAFETY PLANS.		
	160	AIR COMPLIANCE CONFIDENTIAL FILES	5	10	15	E	CONFIDENTIAL COMPLAINTS, CORRESPONDENCE, REPORTS, INVESTIGATIONS, NOTICE OF VIOLATIONS (NOVS), AGREED ORDERS, PENALTIES, COUNTY GENERAL FILES, AND PORTABLES. RECORDS KEPT IN CENTRAL FILE ROOM. ORIGINAL FICHE STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. CONTAINS CONFIDENTIAL INFORMATION.	08-582-320 11-582-496	

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	161	AIR COMPLIANCE CONFIDENTIAL FILES OVERSIZED DOC, MAPS, PHOTOS, ETC	5	10	15		CONFIDENTIAL OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM AIN 160 PRIOR TO MICROFICHING ARE SENT TO STORAGE AT TEXAS STATE LIBRARY. NON-CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 163.	08-582-321	
	162	AIR COMPLIANCE FILES	5	10	15	E	FILES ARE NO LONGER MICROFILMED. AIR AGREED ORDERS ARE MAINTAINED AS A PART OF THE ENFORCEMENT CASE FILE. THE ORIGINAL IS FILED IN THE CENTRAL FILE ROOM USING THE CORRESPONDING PERMIT NUMBER. AN ELECTRONIC COPY IS MAINTAINED BY STAFF AS A PART OF THEIR WORKING FILE.	95-582-128 01-582-253 11-582-495	
	163	AIR COMPLIANCE FILES OVERSIZED DOC, MAPS, PHOTOS, ETC	5	10	15	E	OVERSIZED DOCUMENTS AND PHOTOS THAT WERE REMOVED FROM AIN 162 PRIOR TO MICROFILMING WERE SENT TO STORAGE AT TEXAS STATE LIBRARY. CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 161.	08-582-319	
1.1.067	164	AIR CONTROL LABORATORY (ACL) REPORTS	CE+5	5	CE+10	E	AIR LABORATORY COMPLIANCE OR SPECIAL INVESTIGATION SAMPLE. FINAL REPORT DATA.	98-582-190	

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4	5	6	7	8	9	10	11		
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
	165	AIR DATA ANALYSIS	US+10		US+10		ANALYSIS OF AIR QUALITY DATA FOR NON ATTAINMENT AREAS, INCLUDING DESIGN VALUES FOR OZONE AND PARTICULATE MATTER. THE ANALYSIS CONTAINS CONCEPTUAL MODELS FOR NON ATTAINMENT AREAS AND ANALYSIS FOR NO <sub>x</sub> , PM <sub>2.5</sub> , O <sub>3</sub> , VISIBILITY, TRANSPORT, AND METEOROLOGY. THESE ANALYSIS RECORDS INCLUDE PRESENTATIONS, GRAPHS, MAPS, AND REPORTS.		
	166	AIR EMISSIONS & INSPECTION FEE FILES	CE+3	7	CE+10	E	RECORDS ARE KEPT IN THE PROGRAM AREA FOR 3 CALENDAR YEARS THEN STORED AT TSL FOR AN ADDITIONAL 7 YEARS STARTING WITH YEAR 2007. RECORDS WERE MICROFILMED IN 2006 AND PREVIOUS YEARS. RECORDS NON-CONFIDENTIAL AND CONFIDENTIAL NOT SEPARATED UNTIL 2005.	98-582-168 09-582-405 11-582-494	
	167	AIR EMISSIONS INVENTORY - OVERSIZED DOCS, MAPS & PHOTOS (BASELINE YEAR)	PM		PM	A	OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.		A4
	168	AIR EMISSIONS INVENTORY (ANNUAL NON-BASELINE YEARS)	FE+2	8	FE+10		RECORDS KEPT IN PROGRAM AREA FOR 2 YEARS THEN SENT TO TEXAS STATE LIBRARY FOR 8 YEARS.	99-582-234	
	169	AIR EMISSIONS INVENTORY (BASELINE YEAR)	PM	PM	PM	A	RECORDS ARE KEPT IN THE PROGRAM AREA FOR 2 YEARS ON PAPER THEN MICROFILMED. ORIGINAL AT TEXAS STATE LIBRARY, DUPLICATE IN PROGRAM AREA.	95-582-131 11-582-506	

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	170	AIR EMISSIONS INVENTORY (BASELINE YEAR) CONFIDENTIAL RECORDS	PM	PM	PM	A	NON-CONFIDENTIAL RECORDS STORED UNDER RMD106 # 95-582-131 AIN 169. CONFIDENTIAL RECORDS MICROFICHED AND ORIGINAL STORED AT THE TEXAS STATE LIBRARY. DUPLICATE STORED IN THE PROGRAM AREA.	09-582-363	A4	
	171	AIR MODELING	US		US		PHOTOCHEMICAL MODELING INPUT FILES INCLUDING EMISSIONS AND METEOROLOGICAL. FILES ARE ORGANIZED BY PROJECT. ACTUAL DATE SPANS DIFFER BY AREA, DEPENDING ON THE STATE IMPLEMENTATION PLAN (SIP) ADOPTION SCHEDULE FOR THAT AREA. FILES FOR THE CURRENT ADOPTED SIP AS WELL AS THE DEVELOPING SIP ARE POSTED.			
5.2.010	172	AIR MODELING & DATA ANALYSIS EQUIPMENT MANUALS	LA		LA		THIS SERIES INCLUDES ONLY EQUIPMENT MANUALS ASSOCIATED WITH SPECIALIZED EQUIPMENT USED FOR PHOTOCHEMICAL MODELING, (SIP MODELING CLUSTER) AND SPECIALIZED PRINTING EQUIPMENT USED TO SUPPORT MAPPING REQUESTS (PLOTTER). IT DOES NOT INCLUDE MANUALS ISSUED TO STAFF WITH PERSONAL COMPUTERS OR LAP TOPS.			
	173	AIR MODELING DATA AND ANALYSIS FILES	10		10		INCLUDES DATA ANALYSIS, INTERNAL/EXTERNAL REPORTS, AIR AND MODELING REPORTS TO INCLUDE CONTRACT FINAL REPORTS NOT RELATED TO AIR STUDIES, SURVEYS, EPA CORRESPONDENCE AND GUIDANCE SUPPORT.			

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	174	AIR OPERATING PERMITS TITLE V	PM	PM	PM	A	FEDERAL CLEAN AIR ACT AMENDMENTS 1990, TITLE V REGULATIONS. INCLUDES GOP (GENERAL OPERATING PERMIT) AND SOP (SITE SPECIFIC OPERATING PERMIT). FILES CONTAIN FEDERAL OPERATING PERMIT, CORRESPONDENCE, AND RELATED DOCUMENTS INCLUDING RECORDS OF ALL SUBMITTED APPLICATION DATA, ISSUED PERMIT ACTIONS, STATEMENTS OF BASIS AND TECHNICAL SUMMARIES OF PERMIT ACTIONS AS WELL AS COMMUNICATION RECORDS. PAPER RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL MICROFILM STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	04-582-293		

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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					
	175	AIR OPERATING PERMITS TITLE V CONFIDENTIAL	PM	PM	PM	A	FEDERAL CLEAN AIR ACT AMENDMENTS 1990, TITLE V REGULATIONS. THIS RECORD SERIES CONTAINS ALL DOCUMENTS CLASSIFIED AS CONFIDENTIAL INCLUDING GOP (GENERAL OPERATING PERMIT) AND SOP (SITE OPERATING PERMIT). FILES CONTAIN FEDERAL OPERATING PERMITS, CORRESPONDENCE, AND RELATED DOCUMENTS INCLUDING RECORDS OF ALL SUBMITTED APPLICATION DATA, ISSUED PERMITS ACTIONS, STATEMENTS OF BASIS, AND TECHNICAL SUMMARIES OF PERMIT ACTIONS AS WELL AS COMMUNICATION RECORDS. IT MAY ALSO INCLUDE MINIMAL NON-CONFIDENTIAL RECORDS PAPER RECORDS ARE KEPT IN CENTRAL FILE ROOM FOR FIVE YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL MICROFILM STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	08-582-334		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

Retention Codes (Fields 7)	Archival Codes (Field 8)
AC - After Closed, Terminated, Completed, Expired, Settled	A - Transfer to State Archives
AV - Administrative Value	R - Review by State Archivist
CE - Calendar Year End	LA - Life of Asset
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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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	E				
	176	AIR OPERATING PERMITS TITLE V CONFIDENTIAL OVERSIZED DOCS, MAPS, PHOTOS, ETC.	5	25	30	E	ALL CONFIDENTIAL OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM AIN 175 PRIOR TO FILMING MICROFICHE ARE SENT TO STORAGE AT TEXAS STATE LIBRARY. NON-CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 174.	08-582-326 08-582-328		
	177	AIR OPERATING PERMITS TITLE V OVERSIZED DOCS, MAPS, PHOTOS, ETC.	5	25	30	E	OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM 6101.08 PRIOR TO MICROFILMING ARE SENT TO STORAGE AT TEXAS STATE LIBRARY. CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 176.	04-582-294 08-582-323		
	178	AIR PERMIT (EXCEPT TITLE V) (INCLUDES CONSTRUCTION AUTHORIZATIONS)	PM	PM	PM	A	THIS RECORD SERIES CONTAINS ALL DOCUMENTS CLASSIFIED AS NON-CONFIDENTIAL INCLUDING ACTIVE, INACTIVE/CLOSED AIR PERMITS INCLUDING PORTABLE, NSR (NEW SOURCE REVIEW), STANDARD PERMIT, PERMIT BY RULE, SPECIAL AND STANDARD EXEMPTIONS, GREENHOUSE GAS, AND COUNTY GENERAL FILES. FILES CONTAIN PERMITS, AGREED ORDERS, APPLICATIONS, CORRESPONDENCE, REPORTS, AND SOAH DOCUMENTS. EXCEPTIONS ARE - RCRA AIR PERMIT FILES AND TITLE V AIR OPERATING PERMITS. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	04-582-290 10-582-434		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	179	AIR PERMIT (EXCEPT TITLE V) (INCLUDES CONSTRUCTION AUTHORIZATIONS) OVERSIZED DOCS, MAPS, PHOTOS, ETC.	5	25	30	E	OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM AIN 178 PRIOR TO MICROFILMING ARE SENT TO STORAGE AT TEXAS STATE LIBRARY. CONFIDENTIAL OVERSIZED RECORDS STORED UNDER AIN 181.	02-582-285 08-582-333		
	180	AIR PERMIT CONFIDENTIAL (EXCEPT TITLE V) (INCLUDES CONSTRUCTION AUTHORIZATIONS)	PM	PM	PM	A	THIS RECORD SERIES CONTAINS ALL DOCUMENTS CLASSIFIED AS CONFIDENTIAL INCLUDING ACTIVE, INACTIVE/CLOSED AIR PERMITS INCLUDING PORTABLE, NSR (NEW SOURCE REVIEW), STANDARD PERMIT, PERMIT BY RULE, SPECIAL & STANDARD EXEMPTIONS, & COUNTY GENERAL FILES. FILES CONTAIN PERMITS, AGREED ORDERS, APPLICATIONS, CORRESPONDENCE, REPORTS, & SOAH DOCUMENTS. EXCEPTIONS ARE - RCRA AIR PERMIT FILES & TITLE V AIR OPERATING PERMITS. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	08-582-324		
	181	AIR PERMIT CONFIDENTIAL (EXCEPT TITLE V) (INCLUDES CONSTRUCTION AUTHORIZATIONS) OVERSIZED DOCS, MAPS, PHOTOS, ETC.	5	25	30	E	ALL CONFIDENTIAL OVERSIZED DOCUMENTS AND PHOTOS REMOVED FROM AIN 180 PRIOR TO FILMING MICROFICHE ARE SENT TO STORAGE AT TEXAS STATE LIBRARY.	08-582-325 08-582-327		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

Retention Codes (Fields 7)				Archival Codes (Field 8)	
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2. Agency Code		3. Agency Name								
582		<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	182	AIR PERMITS RESEARCH FILES	AV		AV		AIR PROGRAM USE. PERMIT ACTION LETTERS INCLUDING BUT NOT LIMITED TO RENEWAL EXPIRATION NOTIFICATIONS, PERMIT TRANSFERS, VOID REQUEST LETTERS AND AMENDED PUBLIC NOTICE REQUESTS.			
	183	AIR REPORTS - EXTERNAL	AV		AV	A	REPORTS, ETC. FROM EXTERNAL SOURCES.			
1.1.065	184	AIR STUDIES	AC+15		AC+15	A	AC = WHEN ALL GRANTS HAVE ENDED FROM THE ANALYSIS OF THE DATA. THE TEXAS AIR QUALITY FIELD STUDY II, A COMPREHENSIVE RESEARCH INITIATIVE TO BETTER UNDERSTAND THE CAUSES OF AIR POLLUTION. THE RECORDS AVAILABLE INCLUDE THE DATA COLLECTION, DATA ANALYSIS, PRESENTATIONS, REPORTS, AND PUBLICATION DEVELOPED FROM THE TexAQS II FIELD STUDY.			
	185	ALL ASSOCIATION ATTENDANCE REPORTS FOR ALL OCCUPATIONAL LICENSING	US		US		ELECTRONIC TRAINING ROSTERS USED TO VERIFY CERTIFICATION TRAINING REQUIREMENTS. MAY CONTAIN CONFIDENTIAL INFORMATION.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
	186	ANIMAL FEEDING OPERATION (AFO) UNPERMITTED GENERAL CORRESPONDENCE BY COUNTY AND DATE	PM	PM	PM	A	INCLUDES ANIMAL FEEDING OPERATION UNPERMITTED FILES WHICH DO NOT HAVE A PERMIT NUMBER, AND HAVE A COUNTY REFERENCE DISTINGUISHED IN THE CORRESPONDENCE. FILED BY COUNTY AND DATE. THESE FACILITIES ARE AUTHORIZED BY RULE UNDER 30 TAC CHAPTER 321, SUBCHAPTER B. THE SIZE OF THE OPERATION IS TOO SMALL TO REQUIRE A PERMIT. THIS FILE MAY ALSO INCLUDE DOCUMENTS RELATED TO CAFOs THAT ARE UNPERMITTED BUT SHOULD HAVE A PERMIT.	10-582-463	A4	
4.5.001	187	ANNUAL FINANCIAL REPORT WORKING	FE+3		FE+3		WORKSHEETS FOR PREPARING FISCAL REPORTS.			
4.5.006	188	ANNUAL OPERATING BUDGET AND AMENDMENTS	FE+3		FE+3		REQUIRED BY THE GENERAL APPROPRIATIONS ACT. AGENCY RECORD COPY IS KEPT IN THE AGENCY LIBRARY.			
1.1.066	189	ANNUAL REPORT TO CONGRESS	AC+6		AC+6		AC = APRIL 1 OF EVERY YEAR - DATE THE REPORT IS DUE TO EPA. MANDATED ANNUAL REPORTS TO CONGRESS AND SUPPORTING DOCS USED TO CREATE REPORT.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.		
			Agency	Storage	Total					
	190	AQUACULTURE PRODUCTION GENERAL PERMIT TXG130000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM	GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR THE DISCHARGE OF WASTEWATER FROM AQUACULTURE FACILITIES. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	12-582-507	A4		
	191	AREA AND MOBILE SOURCE EMISSIONS INVENTORY RECORDS	US		US	THESE DOCUMENTS ARE INFORMATION FOR RULES AND SIP'S. THE INFORMATION SHOULD BE MAINTAINED UNTIL THE RULES/SIPS ARE RESCINDED.				
1.1.008	192	ATTORNEY READING FILE	1		1	THIS RECORD SERIES CONCERNS THE CORRESPONDENCE OF THE RELEVANT ATTORNEY. PURGED ON AN ANNUAL BASIS.				
	193	ATTORNEY WORK PRODUCT	AV		AV	DOCUMENTS USED TO PREPARE CASES FOR THE EXECUTIVE DIRECTORS OFFICE OR THE COMMISSIONERS OFFICE OR THE PROGRAM AREA. MAY ALSO GO TO ATTORNEY GENERAL.				
	194	AUDITS - EXTERNAL - EDUCATIONAL APPROVAL TEAM / TRAINING CURRICULUM APPROVAL TEAM /AUDIT OF TRAINING PROVIDERS' CLASSROOM SESSIONS	CE+5		CE+5	EDUCATIONAL APPROVAL TEAM / TRAINING CURRICULUM APPROVAL TEAM AUDITS OF TRAINING PROVIDERS' CLASSROOM SESSIONS. PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. RETENTION MAY VARY WITH SPECIFIC STATUTORY REQUIREMENTS.				

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	195	AUTHORIZATIONS (TXR150001 & TXRCW0001) UNDER CONSTRUCTION GENERAL PERMIT TXR150000 FOR STORM WATER	AC+1	9	AC+10		AC = PERMIT END DATE BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES; EXPIRED, TERMINATED, WITHDRAWN, OR DENIED. CONTAINS AUTHORIZATIONS OF NOTICE OF INTENT (NOI) TXR150001, CONSTRUCTION WAIVER TXRCW0001, NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS UNDER THE GENERAL PERMIT (TXR150000, RECORD SERIES 5113.41). HAVE BEEN SPLIT FROM THIS RECORD SERIES AS OF 05/17/11 INCLUDING NOTICE OF INTENT (NOI).	11-582-505	A4	
	196	AUTOGC ORACLE DATABASE	US+10		US+10		HOURLY DATA MEASUREMENTS COLLECTED BY AUTOMATED GAS CHROMATOGRAPHS AND THE METADATA THAT SUPPORTS THOSE MEASUREMENTS.			
1.1.067	197	BACTERIOLOGICAL RECORDS- POSITIVE AND REPEAT (INCLUDES MONTHLY SUMMARY)	5		5	E	POSITIVE AND REPEAT SAMPLES WITH THE MONTHLY SUMMARIES. NEGATIVE DISTRIBUTION AND RAW SAMPLES ARE PURGED EVERY TWO MONTHS. ALL OTHER SAMPLES ARE PURGED EVERY FIVE YEARS.			
	198	BANKRUPTCY COORDINATION	AC+2	8	AC+10		AC = PROCESS COMPLETED.	96-582-144		
	199	BIOGRAPHIES OF COMMISSIONERS AND EXECUTIVE DIRECTOR	AC		AC	E	AC = AFTER THE COMMISSIONERS/EXECUTIVE DIRECTORS COMPLETE THEIR TERMS, THEIR FILES ARE REMOVED FROM THE TCEQ WEBSITE AND SAVED FOR THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
4.7.004	200	BOAT REGISTRATIONS	LA+3		LA+3		THE BOAT SEWAGE PROGRAM IS IN THE PROCESS OF CREATING AN INFORMATIONAL WEB PAGE. CURRENTLY WE HAVE THE APPLICATION FORM FOR MARINE SANITATION DEVICES (MSD'S) FOR BOAT OWNERS AND THE PUMP-OUT FACILITY FORM FOR PUMP-OUT STATIONS ONLINE. THIS PROGRAM RECEIVES HARD COPIES OF THE APPLICATIONS THAT THEY FILL OUT AND ARE ORGANIZED IN GRAHAM WAAK'S FILING CABINET IN HIS CUBE. ALL THE INFORMATION, INCLUDING CONTACT INFORMATION, CONTACT ID'S AND DECAL INFORMATION ARE STORED ON AN ACCESS DATABASE ON THE HARD DRIVE SERVER PROVIDED BY TCEQ.			
	201	BORDER AFFAIRS	US		US	A	RECORDS RELATING TO WORK WITH MEXICO AND U.S. BORDER STATES: 10 STATE AGREEMENTS, U.S.-MEXICO ENVIRONMENTAL PROGRAM - BORDER 2012 (4-STATE AND 3-STATE), LA PAZ AGREEMENT, NORTH AMERICAN DEVELOPMENT BANK & BORDER ENVIRONMENT COOPERATION COMMISSION, AND THE TCEQ BORDER INITIATIVE, PLUS OTHER AREAS OF BORDER ENVIRONMENTAL CONCERN.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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	A				
2.1.002	202	BROWNFIELDS SITE ASSESSMENT PROGRAM DATABASE	AC		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. TRACKS BROWNFIELDS SITES IN VCP. TRACKS GRANT MONEY. TRACKS ACTIVITIES ASSOCIATED WITH THE VCP, INCLUDING FEES, CONTRACTORS, CONTAMINANTS, CLEANUP STANDARDS, ETC			
	203	BROWNFIELDS SITE ASSESSMENT PROJECT FILES	PM	PM	PM	A	RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	02-582-279	A4	
	204	BROWNFIELDS SITE ASSESSMENT SUPPORTING DOCUMENTATION - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 203 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	02-582-286	A4	
1.1.024	205	BUDGET AND PLANNING	AC+3		AC+3	E	AC = DECISION TO IMPLEMENT OR NOT AS RESULT OF PLANNING PROCESS.		A4	

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	206	BULK PETROLEUM STATIONS & TERMINAL GENERAL PERMIT TXG340000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM		GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR THE DISCHARGE TO SURFACE WATER FROM PETROLEUM BULK STATIONS AND TERMINALS. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS. COPIES OF THE NOI ARE SENT TO THE REGIONAL OFFICE.	12-582-508	A4	
	207	BYPRODUCT DISPOSAL LICENSE - CONFIDENTIAL	PM		PM		CONFIDENTIAL INFORMATION. ALSO REFERRED TO AS LICENSE NUMBER R05807			
	208	BYPRODUCT DISPOSAL LICENSE	PM		PM		THIS IS ALSO REFERRED TO AS LICENSE NUMBER R05807			
5.2.005	209	CALIBRATION RECORDS	CE+5	5	CE+10		INDIVIDUAL FILES PER INSTRUMENT CALIBRATIONS PERFORMED BY CALIBRATION LABORATORY, GAS STANDARD VERIFICATIONS AND FAS STANDARD CERTIFICATIONS PERFORMED BY THE CALIBRATION LABORATORY. FOR THE ORGANIC ANALYSIS LABORATORY CERTIFICATES OF ANALYSIS.	02-582-259		
1.1.048	210	CASES REFERRED TO ATTORNEY GENERAL	AC+3		AC+3	E	AC = AS APPLICABLE: DECISION NOT TO FILE A LAWSUIT, DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION, OR ON MOTION OF THE PLAINTIFF OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT.			

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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			Agency	Storage	Total	9. Remarks		

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	211	CENTRAL FILE ROOM DAILY METRICS	2		2		A DAILY COMPILATION OF VARIOUS REPORTS AND INFORMATION. INCLUDES CIRCULATION, INVENTORY CONTROL, AND RETRIEVAL STATISTICS.		
	212	CENTRAL FILE ROOM MONTHLY METRICS REPORT	AC + 2		AC + 2		AC = TERMINATION OF CONTRACT. MONTHLY COMPILATION OF VARIOUS REPORTS AND INFORMATION. INCLUDES CIRCULATION, INVENTORY CONTROL, AND RETRIEVAL STATISTICS.		
1.1.007	213	CERTIFICATES OF ADJUDICATION SEGMENT SUPPLEMENTARY DOCUMENTS - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	50	AC+50	A	AC = AFTER FILMING. INCLUDES EXHIBITS, OVERSIZED DOCUMENTS AND PHOTOS. SENT TO STATE ARCHIVIST BEFORE PAPER DESTROYED.	93-582-083 10-582-443	
	214	CERTIFICATES OF CONVENIENCE AND NECESSITY (CCN)	PM	PM	PM		CONTAINS GENERAL CORRESPONDENCE, RECORDS, MAPS, TARIFFS, AND INFORMATION ON WATER OR SEWER UTILITY, OWNERSHIP AND ORGANIZATION, BOND REPORTER. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	96-582-149 09-582-404	

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<b>2. Agency Code</b>	<b>582</b>	<b>3. Agency Name</b>	<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>
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			Agency	Storage	Total				

	215	CERTIFICATES OF CONVENIENCE AND NECESSITY (CCN) CONFIDENTIAL	PM	PM	PM	CONTAINS GENERAL CORRESPONDENCE, RECORDS, MAPS, TARIFFS, AND INFORMATION ON WATER OR SEWER UTILITY, OWNERSHIP AND ORGANIZATION, BOND REPORTER. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	09-582-362	
	216	CERTIFICATES OF CONVENIENCE AND NECESSITY (CCN) CONFIDENTIAL OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	AC = WHEN RECORDS STORED UNDER AIN 215 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. NON-CONFIDENTIAL RECORDS STORED UNDER AIN 214. CONTAINS OVERSIZED MAPS OF WATER AND/OR SEWER UTILITIES CCN AREAS.	09-582-391	
	217	CERTIFICATES OF CONVENIENCE AND NECESSITY (CCN) OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	AC = WHEN RECORDS STORED UNDER AIN 214 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. THESE ARE MAPS THAT ARE TOO LARGE TO BE INCLUDED WITH THE CCN FILES. THESE MAPS ARE USED TO PLOT SERVICE AREAS WHICH ARE DIGITIZED.	09-582-353 10-582-441	
	218	CERTIFIED FILINGS	PM	PM	PM	CERTIFIED FILINGS FILMED AFTER ADJUDICATION COMPLETED.	93-582-094 06-582-314 09-582-361	

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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.
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5.1.015	219	CERTIFIED MAIL LOG	CE+1		CE+1		TEXAS BUILDING AND PROCUREMENT COMMISSION PROVIDES DAILY LOG OF ALL CERTIFIED MAIL RECEIVED BY TCEQ.		
	220	CFR PULL REQUEST - DELIVERY	FE+2		FE+2		PICK UP/RETURN FORM (BLUE PAPER FORM) USED FOR CFR PULL REQUEST (ON CAMPUS DELIVERY). OFTEN USED IN CONJUNCTION WITH ON CAMPUS EMAIL REQUEST (TCEQ INTERNAL).		
	221	CHAIN OF CUSTODY FILES	CE+10		CE+10		CONTAINS COPIES AND ORIGINAL REQUEST FOR ANALYSIS FORMS AND COPY OF FINAL REPORT OF ANALYSIS ATTACHED.		
1.1.002	222	CHIEF AUDITOR'S OFFICE AUDIT	AC+7		AC+7	A	AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. AUDITS AND REVIEWS PERFORMED BY OR ON TCEQ, INCLUDING WORKING PAPERS, AND FOLLOW-UPS. TO FULFILL RECORDS RETENTION REQUIREMENTS, AUDIT PROJECTS ARE MAINTAINED VIA HARD AND/OR IN ELECTRONIC FORMAT VIA TEAMMATE -SINCE 2006, AND ELECTRONIC COPIES OF FINAL AUDIT REPORTS ARE SENT TO AGENCY PUBLICATIONS CLEARINGHOUSE AND TO THE STATE AUDITORS OFFICE .		
	223	CLEAN AIR INTERSTATE RULE APPLICATIONS FOR CAIR NOX ANNUAL ALLOWANCES	AC+10		AC+10		AC = YEAR APPLICATION FINALIZED.		

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5.1.001	224	CLEAN RIVERS PROGRAM PROJECT FILES	AC+4	AC+4	E	AC = TERMINATION OR EXPIRATION. TERMINATION FOLLOWS THE END OF THE CONTRACT CONSISTENT WITH THE STATE BIENNIUM. CLEAN RIVERS PROGRAM MONITORING AND ASSESSMENT PROGRAM AND PROJECT FILES AND DOCUMENTS.		
	225	CLEAN TEXAS	AV	AV		RECORDS INCLUDE ELECTRONIC MEMBER APPLICATIONS (WITH ACCOMPANYING BACKUP DOCUMENTATION) AND DATA IN MEMBER DATABASE		A4
1.1.060	226	COMMISSION MEETINGS, AGENDA, AND WORK SESSION AUDIO TAPES AND COMPACT DISCS	PM	PM	A	ORIGINAL AUDIO TAPE AND COMPACT DISC RETAINED IN CCO FOR ONE YEAR, THEN SENT TO THE CENTRAL FILE ROOM FOR STORAGE. CONTAINS COMMISSIONERS' AGENDA & WORK SESSION.		
	227	COMMISSIONERS CORRESPONDENCE FILED	CE+3	CE+3	A	COMMISSIONERS INCOMING AND OUTGOING CORRESPONDENCE. REGARDING AGENCY MATTERS. COPIES SENT TO PROGRAM AREAS.		
2.1.010	228	COMMISSIONERS INTEGRATED DATABASE	AC	AC		AC = ALL AUDIT REQUIREMENTS HAVE BEEN MET. TRACKS STATUS OF ALL MATTERS PENDING BEFORE THE COMMISSION AND EXECUTIVE DIRECTOR FOR APPROVAL AFTER NOTICE ISSUED, IF APPLICABLE. ALSO INCLUDES OCC MAIL LOG AND INTERESTED PERSONS.		
1.1.006	229	COMPLAINT RESOLUTION PROCESS FILES	AC+3	AC+3		AC = FINAL DISPOSITION OF THE COMPLAINT. 10 TEXAS GOVERNMENT CODE 2114.006.		

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	230	COMPLAINTS COUNTY GENERAL	FE+3	7	FE+10	COMPLAINTS FROM PUBLIC. THESE ARE COMPLAINTS NOT RELATED TO A PERMIT, REGISTRATION, OR ACCOUNT NUMBER.	90-582-021	
	231	COMPLIANCE ADVISORY PANEL (CAP)	FE+5		FE+5	A RECORDS INCLUDE MINUTES, ATTENDANCE, AND ANY CORRESPONDENCE RECEIVED FROM THE COMPLIANCE ADVISORY PANEL (CAP). FILES KEPT IN DIVISION FOR HISTORICAL INFORMATION.		
	232	COMPLIANCE COMMITMENT (C2) ON SITE ASSISTANCE CASE FILES	AC+7		AC+7	AC = SUMMARY REPORT DATE. THESE RECORDS INCLUDE CASE FILES CONTAINING SITE VISIT REPORTS, SUMMARY REPORT LETTER, WORK ORDERS, C2 CERTIFICATES, E-MAIL, AND LETTERS. FILES ARE MAINTAINED FOR 7 YEARS ON THE TCEQ SERVER.		
	233	COMPOST MANURE GENERAL PERMIT WQG200000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM	GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR THE DISPOSAL OF WASTEWATER FROM COMPOST MANURE FACILITIES. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	12-582-509	A4
4.7.006	234	COMPTRROLLER STATEMENTS - MONTHLY REPORTS	FE+6		FE+6	DAFR REPORTS		
2.2.004	235	COMPUTER ACCESS REQUEST FORMS (CARFS)	AC+2		AC+2	AC = DATE CARF SUBMITTED.		

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		CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFO) GENERAL PERMIT TXG920000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM	A	GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR FACILITIES DEFINED OR DESIGNATED AS CAFOS. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	09-582-403	
	236								
		CONCRETE PRODUCTION GENERAL PERMIT TXG110000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM		GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR THE TREATMENT AND DISCHARGE OF PROCESS WATER, STORM WATER, OR BOTH FROM CONCRETE BATCH PLANT AND PRODUCTION FACILITIES. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	09-582-402	A4
	237								
		CONSTRUCTION GENERAL PERMIT TXR150000 FOR STORM WATER	PM	PM	PM	A	CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT TXR150000, AND COMPLIANCE DOCUMENTS. ALL AUTHORIZATIONS, NOTICE OF INTENT (NOI) TXR150001, AND CONSTRUCTION WAIVER TXRCW0001, NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC,) AND CORRESPONDENCE RELATING TO PROCESSING.	10-582-457	A4
	238								

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5.1.001	239	CONTRACTS	AC+3	4	AC+7	AC = EXPIRATION OF THE TERMS OF THE INSTRUMENT. RENT, INTERAGENCY, INTERLOCAL, INTERGOVERNMENTAL, PROFESSIONAL SERVICES, CONSULTING SERVICES, MEMO OF UNDERSTANDING, RECEIVABLE CONTRACTS. EXCLUDES SUPERFUND.	00-582-239	
5.1.001	240	CONTRACTS & STATE GRANTS	AC	7	AC+7	AC = COMPLETED. 40 CODE OF FEDERAL REGULATIONS (CFR) 31.42 (1995). INCLUDES ALL CONTRACTS AND STATE GRANTS EXCEPT COST.	96-582-141	
1.1.024	241	COOPERATIVE AGREEMENT (EPA)	PM	PM	PM	A OFFICIAL PERMANENT RECORD OF THE COOPERATIVE AGREEMENTS BETWEEN THE WATER QUALITY DIVISION AT TCEQ AND EPA. THE DECISION TO IMPLEMENT OR NOT IS A RESULT OF THE TCEQ PLANNING AND PERMITTING PROCESS. THE MOA OR MOU CAN ALSO BE A LEGAL DOCUMENT THAT IS BINDING AND HOLD THE PARTIES RESPONSIBLE TO THEIR COMMITMENT OR IT CAN BE CONSIDERED A PARTNERSHIP AGREEMENT.	10-582-472	
	242	COPY CENTER REQUEST	FE+2		FE+2	FORM USED TO INVOICE AND TRACK DUPLICATION REQUESTS MADE BY CFR CUSTOMERS. RMD101 FOR FILM DUPLICATION ATTACHED TO REQUEST. FORM CFR-001. ORIGINAL IN FINANCIAL ADMINISTRATION.		A4
	243	CORRECTIVE ACTION MAIL LOG	30		30	DATABASE USED TO ENTER, ASSIGN AND TRACKS PROJECTS IN THE CORRECTIVE ACTION PROGRAM		A4

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	244	COST RECOVERY DOCUMENTS FEDERAL AND STATE SUPERFUND	FE+1	29	FE+30		40(CFR) 35.6700-6710(1995) TIMESHEETS, VOUCHERS, PURCHASE, TRAVEL, CONTRACTS, INTERAGENCY COSTS INCURRED AT SUPERFUND SITES. THIS RECORD SERIES IS USED AS SOURCE DOCUMENT TO RECOUP FEDERAL AND STATE SUPERFUND INTERAGENCY COSTS INCURRED AT SUPERFUND SITES. PAPER DOCUMENTS PRIOR TO 8/31/1993 ARE STORED AT THE TEXAS STATE LIBRARY UNDER RMD106 # 92-582-049. ALL DOCUMENTS 09/01/1993 AND FORWARD ARE IMAGED AND MICROFILMED. MICROFILM IS STORED AT THE TSL UNDER RMD106 # 06-583-315. DOCUMENTS ARE NO LONGER BEING MICROFILMED BUT ARE STILL SCANNED AND MAINTAINED ON THE NEUBUS SYSTEM. NEUBUS CAPTURES THE TIME-SHEETS AND PAYMENT VOUCHERS ON CD BY FISCAL YEAR (FY) AND PROVIDES IT TO US FOR SUBMISSION TO TSL FOR RETENTION PURPOSES. ADDITIONALLY, PURCHASE, TRAVEL, CONTRACT DOCUMENTS WILL BE STORED AND MAINTAINED ELECTRONICALLY IN-HOUSE IN BUDGETING, ACCOUNTING, & MONITORING SYSTEM (BAMS) BEGINNING FY 11 FORWARD.	92-582-049 06-582-315 12-582-510		
	245	COST SUMMARY REPORTS - WITH/WITHOUT SUPPORT DOCUMENTS	FE+1		FE+1		REPORTS PROVIDED TO EPA & AGENCY REQUESTERS. INCLUDES THE COST RECOVERY REPORTS WITH AND WITHOUT SUPPORTING DOCUMENTATION.			

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1.1.007	246	COUNCIL OF GOVERNMENTS - CORRESPONDENCE	AC+3	7	AC+10	E	AC= AFTER CLOSE OF THE BIENNIUM COVERED UNDER THE RESPECTIVE INTERLOCAL GOVERNMENTAL AGREEMENT	99-582-214		
3.3.030	247	COURSE REGISTRATIONS	AC+2		AC+2		AC = DATE THE COURSE WAS HELD. COURSE DESCRIPTION FORMS, COURSE CONTENT, PARTICIPANT EVALUATIONS AND CHECKLISTS			
3.1.026	248	CRIMINAL HISTORY CHECKS	AC		AC		AC= THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. CRIMINAL BACKGROUND CHECKS. CONTAINS CONFIDENTIAL MATERIALS.		A4	
	249	CRIMINAL INVESTIGATION WORKING FILES	AC+3		AC+3		AC = GOES TO DISTRICT ATTORNEYS OFFICE. PLEADING DOCS. CONTAINS CONFIDENTIAL MATERIALS.			
2.1.002	250	CSD INFORMATION REQUEST DATABASE	AC		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. THIS DATABASE TRACKS REQUEST FOR CENTRAL FILE ROOM REQUESTS (PULLS) VIA WALK-INS (CUSTOMER VIEWING AREA), EMAIL, AND PHONE.			
	251	CURRENT EMPLOYEE FILES	AC		AC		AC = AFTER TERMINATION OR RETIREMENT. TRANSFERRED TO EMPLOYEE FILES (FORMER). INCLUDES INFORMATION FOR CURRENT EMPLOYEES (PERFORMANCE APPRAISALS, PERSONNEL CORRECTIVE ACTION, ETC).			

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	252	CURRICULUM TRAINING COURSES FOR OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES / REGISTRATIONS	US+1		US+1		TRAINING MANUALS FOR ALL OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES / REGISTRATIONS. THIS RECORD SERIES WILL COVER THE FOLLOWING TCEQ, OCCUPATIONAL LICENSING PROGRAMS: BACKFLOW PREVENTION ASSEMBLY TESTER, CUSTOMER SERVICE INSPECTOR, GAS STATION STAGE II VAPOR RECOVERY REPRESENTATIVE, LANDSCAPE IRRIGATION (IRRIGATOR / TECHNICIAN), LEAKING PETROLEUM STORAGE TANK (LPST) CORRECTIVE ACTION SPECIALIST, LPST PROJECT MANAGER, MUNICIPAL SOLID WASTE (MSW) FACILITY SUPERVISOR, ON-SITE SEWAGE SYSTEM (OSSFs), INCLUDING SEPTIC TANKS, SMOKE SCHOOL: VISIBLE EMISSIONS EVALUATORS, TRAINING FOR STAGE II Vapor RECOVERY AT GASOLINE STATIONS, UNDERGROUND STORAGE TANK CONTRACTORS AND ON-SITE SUPERVISORS, WASTEWATER OPERATORS, WATER OPERATORS. LPST PROJECT MANAGER AND WATER TREATMENT SPECIALIST.			
	253	CURRICULUM TRAINING PROGRAM PERFORMS AUDIT OF TRAINING PROVIDERS – AUDITS - EXTERNAL	AC+7		AC+7		AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. CURRICULUM TRAINING PROGRAM PERFORMS AUDIT ON TRAINING PROVIDERS CLASSES. RETENTION MAY VARY WITH SPECIFIC STATUTORY REQUIREMENTS.			

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1.1.038	254	CUSTOMER SATISFACTION SURVEY	AC+3		AC+3		AC = FINAL DISPOSITION OF SUMMARY REPORT. HARD COPY AND ELECTRONIC SUBMITTALS OF TCEQ CUSTOMER SATISFACTION SURVEY. 10 TEXAS ADMINISTRATIVE CODE 2114.			
1.1.038	255	CUSTOMER SERVICE SURVEY	AC+3		AC+3		AC = FINAL DISPOSITION OF SUMMARY REPORT. INCLUDES ONLINE AND PAPER FORMAT OF CUSTOMER SERVICE SURVEYS. THE SURVEY RESULTS ARE MAINTAINED BY THE INFORMATION RESOURCES DIVISION. FORM TCEQ-20268			
	256	DATA MANAGEMENT SITE DOCUMENTATION FILES	US		US		HISTORICAL AMBIENT AIR STATIONARY SITE AND MONITORING DESCRIPTIVE INFORMATION. THIS INCLUDES, BUT IS NOT LIMITED TO THE INITIAL SETUP AND DEPLOYMENT, CHANGES OVER TIME, SITE PHOTOGRAPHS, JUSTIFICATIONS AND COMMUNICATION. THIS INFORMATION HAS NOT YET BEEN ENTERED INTO DATABASE (TAMIS) IN ELECTRONIC FORMAT AND MUST BE REFERRED TO UPON INQUIRY ABOUT OLD AND/OR RETIRED AMBIENT AIR MONITORING SITES. THIS HISTORICAL PORTION REMAINS THE OFFICIAL (PAPER) RECORD UNTIL RECORD IS ENTERED INTO THE TAMIS DATABASE.			
	257	DATA RELEASE EMPLOYEE SURVEY	AC+1		AC+1		AC = TERMINATION OF EMPLOYMENT. THIS FORM CONCERNS GENERAL QUESTIONS AND RELEASE OF INFORMATION INCLUDING IF AN EMPLOYEE IS A PEACE OFFICER OR COMMISSIONED SECURITY OFFICER, ETC.		A4	

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			Agency	Storage	Total					
	258	DECLARATIONS OF INTENT AND PUMP OPERATION REPORTS	CE+1		CE+1		DECLARATIONS OF INTENT TO DIVERT WATER AND PUMP OPERATION REPORTS STATING HOW MUCH WATER WAS DIVERTED.			
3.2.008	259	DIRECT DEPOSIT APPLICATION / AUTHORIZATION	US		US		UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.			
1.1.010	260	DIRECTIVES	US+1		US+1	A	DIRECTIVES/GUIDANCE FROM EXECUTIVE MANAGEMENT TEAM TO DIRECTORS AND SUPERVISORS CONCERNING ADMINISTRATIVE PROCEDURES FOR THE AGENCY (e.g., TRAVEL NOTIFICATION TO REGIONAL OFFICES; SALARY ADJUSTMENTS, ETC.) OR AGENCY INITIATIVES AFFECTING ALL STAFF. REGULATORY GUIDANCE AND EXECUTIVE AUTHORITY NOTICE FOR CERTAIN INDUSTRY GROUPS ARE ALSO INCLUDED IN THIS FILE.			
	261	DISASTER RESPONSE HISTORICAL RECORDS	AC+15		AC+15		AC = AFTER END OF TCEQ ACTIVITY ON THE EVENT. RECORDS DOCUMENTING THE TCEQ RESPONSE TO VARIOUS DISASTERS AND HAZARDOUS MATERIALS INCIDENTS (E.G. SPACE SHUTTLE COLUMBIA, HURRICANE KATRINA, ETC.)			
1.1.048	262	DISCOVERY FOR HEARINGS AND OTHER DOCUMENTS IN OPEN ENFORCEMENT CASE FILES	AC+10		AC+10	E	AC = DECISION TO FILE OR NOT TO FILE A LAWSUIT, DISMISSED OR FINAL DECISION, OPEN CASE FILE DOCUMENTS.			

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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			Agency	Storage	Total					
	263	DISCRETE EMISSIONS REDUCTION CREDIT PROGRAM	AC+10		AC+10		AC = PROGRAM CLOSED. THE DISCRETE EMISSION REDUCTION CREDIT (DERC) PROGRAM PROVIDES A MARKET-BASED FRAMEWORK FOR TRADING EMISSION REDUCTIONS OF VOLATILE ORGANIC COMPOUNDS (VOCs), NITROGEN OXIDES (NOX), CARBON MONOXIDE (CO), SULFUR DIOXIDE (SO2) AND PARTICULATE MATTER WITH AN AERODYNAMIC DIAMETER OF LESS THAN OR EQUAL TO NOMINAL TEN MICRONS (PM10) FROM STATIONARY, AREA, AND MOBILE SOURCES.			
	264	DISTRICTS MEMO FILE	US		US		MEMOS AND CORRESPONDENCE BY DISTRICT WITH HISTORY OF ALL BOND ISSUANCE APPROVALS. RETAIN IN SECTION.			
	265	DIVERSION SITE INSPECTION (DEPUTY DIRECTOR REPORT)	5		5		DISCARD ALL RECORDS THAT ARE MORE THAN 5 YEARS OLD. BELONGS TO WATER MSTR-REGION 15, HARLINGEN			
3.1.029	266	DOCUMENTATION OR VERIFICATION OF CITIZENSHIP (I9)	AC+3		AC+3		AC = TERMINATION OF EMPLOYMENT. 8 CFR 274a.2(b)(2)(i)(A) & (c)(2). FEDERAL REGULATION REQUIRES THAT I-9'S BE RETAINED 3 YRS FROM DATE OF HIRE, OR 1 YR. AFTER SEPARATION OF EMPLOYEE, WHICHEVER IS LATER. IF AN EMPLOYEE TERMINATES LESS THAN 3 YRS FROM DATE OF HIRE FORMS ARE KEPT FOR 3 YR. RETENTION PERIOD.			
	267	DOCUMENTATION TRANSMITTAL FORM	FE+1		FE+1		PINK PAPER FORM USED BY AGENCY EMPLOYEES TO SUBMIT INFORMATION TO THE CENTRAL FILE ROOM.			

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			Agency	Storage	Total	E				
	268	DOMESTIC FALCON PERMITS	PM		PM		AN INTERNATIONAL MATTER DEALING WITH THE FALCON RESERVOIR. ABOUT 70 FILES INVOLVED. NO ADDITIONS. BELONGS TO WATER MSTR-REGION 15, HARLINGEN			
	269	DREDGING - ARMY CORPS OF ENGINEERS, 404/401 PERMIT	5	15	20	E	THE PURPOSE OF 401 WATER QUALITY CERTIFICATIONS IS TO DETERMINE WHETHER A PROPOSED U.S. ARMY CORPS OF ENGINEERS SECTION 404 PROJECT WILL BE CONDUCTED IN A WAY THAT WILL NOT VIOLATE TEXAS SURFACE WATER QUALITY STANDARDS. RECORDS ARE KEPT IN CFR FOR 5 YEARS FROM CERTIFICATION DATE (MOST CASES). IN ACCORDANCE WITH CLEAN WATER ACT SECTION 404. CERTIFICATION FOR DISCHARGE OF DREDGED OR FILL MATERIAL INTO UNITED STATES WATERS.	90-582-023 10-582-445		
1.1.008	270	DREDGING GENERAL CORRESPONDENCE - ARMY CORPS OF ENGINEERS, 401 REVIEW	FE+4		FE+4		AT FISCAL YEAR END RECORDS ARE BUNDLED AND SENT TO THE CENTRAL FILE ROOM. SMALL PROJECTS REQUIRING 401 APPROVAL.			
	271	DRINKING WATER CONTACT TIME (CT)	US+10		US+10		CT STUDIES ARE REQUIRED UNDER TITLE 30 OF THE TEXAS ADMINISTRATIVE CODE (TAC) CHAPTER 290.111 (C1) CT STUDY. PUBLIC WATER SYSTEMS THAT OWN SURFACE WATER TREATMENT PLANTS MUST MAINTAIN A CURRENT CT STUDY DESCRIBING THE CURRENT DESCRIPTION PROTOCOL UNTIL SUPERSEDED.			

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			Agency	Storage	Total					
	272	DRINKING WATER MONITORING PLAN (MONPLAN)	US+5		US+5	PUBLIC WATER SYSTEMS (PWS) ARE REGULATED ENTITIES. PWS MUST COMPLY WITH THE REQUIREMENT TO MAINTAIN A MONITORING PLAN DESCRIBING ALL REGULATORY DRINKING WATER SAMPLING THAT OCCURS IN THEIR SYSTEM, AS REQUIRED UNDER TITLE 30 TEXAS ADMINISTRATIVE CODE, SECTION 290.121. PWS THAT OWN SURFACE WATER TREATMENT PLANTS ARE REQUIRED TO SUBMIT AN UPDATED COPY OF THEIR MONITORING PLAN TO THE TCEQ WHEN ANY CHANGES TO SAMPLING ARE MADE [30 TAC 290.121(C)(1)]; ALL OTHER PWS ARE REQUIRED TO SUBMIT AN UPDATED COPY OF THEIR MONITORING PLAN TO THE TCEQ UPON REQUEST [30 TAC 290.121(C)(2), (3)].				
	273	DRINKING WATER PILOT STUDIES (PILOT)	AC+10		AC+10	AC = CLOSURE OF THE FACILITY. PILOT STUDIES ARE REQUIRED UNDER TITLE 30 OF THE TEXAS ADMINISTRATIVE CODE (TAC) CHAPTER 290.39 (L) EXCEPTIONS AND 290.42 (G) OTHER TREATMENT PROCESSES (PILOTS). THESE PILOT STUDIES ARE NEEDED TO DEMONSTRATE THE EFFICIENCY OF ALTERNATIVE OR INNOVATIVE TECHNOLOGY IN THE TREATMENT OF DRINKING WATER.				
	274	DRY CLEANER REGISTRATION	AC+5	15	AC+20	AC = AFTER SITE CLOSURE. SERIES CONTAINS REGISTRATION INFORMATION FOR DRY CLEANERS. SEE ALSO 4407.05 DRY CLEANER REMEDIATION PROGRAM. 30 TAC 337	10-582-429			

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			Agency	Storage	Total						
	275	DRY CLEANER REMEDIATION PROGRAM	AC+5	25	AC+30	E	AC = CASE CLOSED. DRY CLEANER REMEDIATION PROGRAM (DCRP) ESTABLISHED BY THE TEXAS LEGISLATURE 2003. ADMINISTERS THE DRY CLEANING FACILITY RELEASE FUND (PRIORITIZED LIST) FOR STATE LEAD CLEAN UP OF DRY CLEANER-RELATED CONTAMINATED SITES. SEE ALSO AIN 274 DRY CLEANER REGISTRATION. 30 TAC 337	10-582-426			
1.1.024	276	EDWARDS AQUIFER PROTECTION PROGRAM - GENERAL CORRESPONDENCE, COMPLIANCE, AND ENFORCEMENT	1	24	25	A	MATERIAL RELATES TO AUSTIN AND SAN ANTONIO REGIONAL OFFICES ONLY. RECORDS STORED IN THE CENTRAL FILE ROOM FOR ONE YEAR, THEN SENT OFFSITE TO THE TSL.	90-582-024			
	277	EDWARDS AQUIFER PROTECTION PROGRAM - PLANS	PM		PM	A	MATERIAL RELATES TO AUSTIN AND SAN ANTONIO REGIONAL OFFICES ONLY.				
1.1	278	EFFECTS SCREENING LEVEL (ESL) LIST	US+4		US+4		AFTER US IS MET, RECORDS ARE TRANSFERRED TO 0520.06. (HISTORICAL) DOCUMENTATION AND CONSTITUENT SPECIFIC GUIDELINE CONCENTRATIONS. TAC382.0518 (B) (2). STORED ON SERVER FOR RECOVERY.				
1.1.064	279	EFFECTS SCREENING LEVEL (ESL) LIST - SUPERSEDED	AV		AV		AV = CESSATION OF TOXICOLOGY AND RISK ASSESSMENT. SUPERCEDED ESL LISTS.		A4		

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			Agency	Storage	Total	9.				
	280	EMISSIONS BANKING AND TRADING OF ALLOWANCES (SB 7 PERMITTING)	AC+10		AC+10		AC = PROGRAM CLOSED. THE EMISSION BANKING AND TRADING OF ALLOWANCES PROGRAM, OUTLINED UNDER 30 TAC CHAPTER 101, SUBCHAPTER H, DIVISION 2 AND CHAPTER 116, SUBCHAPTER I, OPERATES AS A MASS CAP AND TRADE PROGRAM GIVING PARTICIPATING EGFS THE OPPORTUNITY TO BUY AND SELL ALLOWANCES IN ORDER TO RESPOND TO BUSINESS NEEDS.			
	281	EMISSIONS REDUCTION CREDIT PROGRAM	AC+10		AC+10		AC = PROGRAM CLOSED. THE EMISSION REDUCTION CREDIT (ERC) PROGRAM PROVIDES A MARKET-BASED FRAMEWORK FOR TRADING EMISSION REDUCTIONS OF CRITERIA POLLUTANTS OR PRECURSORS OF CRITERIA POLLUTANTS FOR WHICH AN AREA IS DESIGNATED AS NONATTAINMENT FROM STATIONARY, AREA, AND MOBILE SOURCES.			
3.1	282	EMPLOYEE BENEFIT FILES	US+2		US+2		AGENCY COPIES OF INFORMATION RELATING TO THE SELECTION BY EMPLOYEES OF LIFE DISABILITY, HEALTH AND OTHER TYPES OF INSURANCE OFFERED BY ERS.			
3.1.038	283	EMPLOYEE CRIME VICTIM ELECTION FORM	AC+5		AC+5		AC = TERMINATION OF EMPLOYMENT. THIS FORM ENABLES EMPLOYEES TO KEEP CERTAIN CRIME VICTIM INFORMATION CONFIDENTIAL.		<b>A4</b>	

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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					
3.2.001	284	EMPLOYEE DEDUCTION	AC+4		AC+4		AC = AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER. AUTHORIZATION USED TO START, CHANGE, STOP, TRANSFER OR RECORD A DIRECT PAYMENT OF THE STATE LIFE INSURANCE, HEALTH INSURANCE, RETIREMENT, OTHER DEDUCTIONS.			
	285	EMPLOYEE EXPOSURES RECORDS	AC+30		AC+30		AC = TERMINATION OF EMPLOYMENT. POST MOBILE RESPONSE RECORDS, TRIP SUMMARY OF EMPLOYEE EXPOSURES INCIDENT RECORDS. DOCUMENTATION OF EMPLOYEE EXPOSURES TO HAZARDOUS CHEMICALS (49 CFR (1910)).		A4	
3.1.037	286	EMPLOYEE RECOGNITION PROGRAMS	AC	5	AC+5		AC = TERMINATION OF EMPLOYMENT.	99-582-221		
3.2.002	287	EMPLOYEE SALARY RECORDS	CE+4		CE+4		40 TAC 815.106 (i)			
1.1.008	288	EMPLOYMENT VERIFICATIONS	FE+1		FE+1		CORRESPONDENCE RELATED TO THE VERIFICATION OF EMPLOYMENT. GENERALLY REGARDING OUTSIDE AGENCY REQUESTS FOR PROOF OF EMPLOYEE SALARY AND TENURE.			
	289	ENFORCEMENT CASES - CLOSED	AC		AC		AC = INCORPORATION INTO CENTRAL FILE ROOM MAINTAINED PERMIT FILE. INCLUDES CONTESTED CASES, NON-DEFAULT ORDERS, AND CONTESTED CASES WITH DEFAULT ORDERS. MAY CONTAIN CONFIDENTIAL INFORMATION.			

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	290	ENFORCEMENT FINANCIAL CAPACITY DOCUMENTATION	AC		AC		AC = LATTER OF 6 MONTHS AFTER COMMISSION AGENDA APPROVAL OR COMPLETION OF APPEALS PROCESS. INCLUDES INFORMATION AND DOCUMENTS PROVIDED BY RESPONDENTS FOR FINANCIAL CAPACITY REVIEWS.			
	291	ENFORCEMENT FINANCIAL CAPACITY REVIEWS	AC+2	2	AC+4		AC= LATTER OF 6 MONTHS AFTER COMMISSION AGENDA APPROVAL OR COMPLETION OF APPEALS PROCESS. INCLUDES CONFIDENTIAL FINANCIAL DOCUMENTS, INTERNAL WORK PAPERS AND REPORTS.	07-582-316		
	292	ENVIROMENTOR VOLUNTEER INFORMATION	AC		AC		AC = NO LONGER ACTIVE IN THE PROGRAM. THESE RECORDS ARE FOR THE MONITORING OF VOLUNTEERS/MENTORS WHO ASSIST IN THE ENVIROMENTOR PROGRAM. RECORDS INCLUDE APPLICATION, RESUME AND WAIVERS.			
1.1.002	293	ENVIRONMENTAL AUDIT ACT FILES	AC+10		AC+10		AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. MAY CONTAIN CONFIDENTIAL MATERIALS. PERFORMED BY ENTITY ON ITSELF.			

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5.4.003	294	ENVIRONMENTAL LABORATORY INSPECTION REPORTS	AC+10		AC+10		AC=AFTER ASSESSMENT (AUDIT) CLOSED OUT BY ASSESSOR. INCLUDES FILES REQUIRED TO CONDUCT ASSESSMENTS OF ENVIRONMENTAL ANALYTICAL LABORATORIES TO EVALUATE THEIR COMPLIANCE WITH THE REQUIREMENTS OF THE NELAC STANDARD. ALL DOCUMENTATION REQUIRED TO SHOW TCEQ COMPLIANCE WITH THESE STANDARDS AS A NELAC/TNI ACCREDITATION BODY. SUBJECT TO PERIODIC EXTERNAL AUDITS. MAY INCLUDE CONFIDENTIAL BUSINESS INFORMATION.		
1.1.043	295	ENVIRONMENTAL LAW ENFORCEMENT TRAINING FILES	US+1		US+1		TRAINING MATERIALS SUCH AS POWERPOINT SLIDES USED TO SUPPORT ENVIRONMENTAL CRIMES TRAINING.		
1.1.024	296	ENVIRONMENTAL SEMINAR FILES	FE+2	3	FE+5	A	RECORDS INCLUDE ATTENDEE AND EXHIBITOR REGISTRATION LISTS, HOTEL CONTRACTS, AGENDA, PRESENTATIONS/BROCHURES, SPEAKER BIOGRAPHIES, CONFERENCE SEMINAR EVALUATIONS, SEMINAR BOOK, ATTENDEE & EXHIBITOR DATABASES, & EVENT BUDGET. COPIES OF THE BOOK OF PROCEEDINGS FROM EACH CONFERENCE TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT.	93-582-120	
	297	ENVIRONMENTAL SEMINAR FILES - FINANCIAL INFORMATION	FE+5		FE+5		RECORDS INCLUDE: EVENT FOLDER INCLUDES CORRESPONDENCE & BUDGET INFORMATION & BUDGET FOLDER WHICH INCLUDES RECONCILIATIONS AND CORRESPONDENCE.		

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2.1.002	298	EXECUTIVE DIRECTOR ELECTRONIC TRACKING SYSTEM	AC		AC		AC = AFTER COMPLETION OF RESPONSE OR ACTION TAKEN. ELECTRONIC DATABASE TRACKING SYSTEM CONTAINING RECORDS OF INCOMING CORRESPONDENCE TO THE EXECUTIVE DIRECTOR AND THE DISPOSITION OF THE CORRESPONDENCE. THE SYSTEM IS A LOTUS NOTES DATABASE.			
5.1.015	299	EXPRESS SHIPPING SERVICE LOG (OVERNIGHT)	CE+1		CE+1		PITNEY BOWES SENDSUITE SYSTEM			
1.1.069	300	FAIR LABOR STANDARD ACT & CLASSIFICATION AUDITS	AC	10	AC+10		AC = COMPLETED REPORT. INCLUDES SPECIAL AUDIT REPORTS SUCH AS FLSA AND CLASSIFICATION AUDITS.	98-582-160		
4.7.008	301	FEDERAL GRANTS		10	10		RECORD SERIES WILL REMAIN ON SCHEDULE UNTIL FINAL DISPOSITION OF RECORDS STORED OFFSITE	99-582-224		
4.7.008	302	FEDERAL GRANTS (COOPERATIVE AGREEMENTS)	AC+3		AC+3		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). ALL ACTIVE FEDERAL GRANTS AND THOSE CLOSED WITHIN THREE YEARS.			
3.2.003	303	FEDERAL STATE FORMS (1099)	AC	4	AC+4		AC = TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER. 26 CFR 31.6001-1 (e)(2).	90-582-019		
3.2.003	304	FEDERAL TAX RECORDS (INCLUDES FORM W-2)	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).			

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			Agency	Storage	Total			

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	305	FEDERAL/STATE SUPERFUND POTENTIAL RESPONSIBLE PARTY EVIDENCE	AC		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. FILE CODED AS IV. PRP AND IS PAPER THEN FILMED LIKE AGENCY ITEM # 4408.01.		
	306	FEDERAL/STATE SUPERFUND SITE ELECTRONIC	US		US	SUPERFUND FILINGS OF DEEDS AND SUPERFUND CENTRAL RECORDS.		
	307	FIELD OFFICES DIVISION TRACKING RECORDS	FE+5		FE+5	TRACKING RECORDS INCLUDE A SPREADSHEET TO TRACK ALL DOCUMENTS THAT GO IN AND OUT OF THE DIRECTOR'S AND ASSISTANT DIRECTOR'S OFFICES FOR REVIEW AND SIGNATURE AS WELL AS CONTRACT BILLING TRACKING SPREADSHEETS.		
	308	FINANCIAL ASSURANCE DOCUMENTATION	AC	10	AC+10	AC = ALL REQUIREMENTS MET. CORRESPONDENCE WITH ATTACHMENTS. REPORTS SENT TO TCEQ BY COMPANIES DEMONSTRATING FINANCIAL ABILITY TO CLOSE A FACILITY BASED ON LEGALLY MANDATED FUNDS OR PERMIT CONDITIONS. PERTAINS TO SEVERAL PROGRAM AREAS ADMINISTERED BY TCEQ. SEE ALSO 3290.06.	99-582-225	
	309	FINANCIAL ASSURANCE ELECTRONIC RECORDS	US		US	TRACKS PURPOSES OF REGULATED ENTITIES. THIS INCLUDES SEVERAL PROGRAMS ADMINISTERED BY THE AGENCY.		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code	<b>582</b>	3. Agency Name	<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>						
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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				

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1.1.027	310	FISCAL NOTES ON PROPOSED LEGISLATION	FE+3		FE+3		ESTIMATES OF THE COSTS, SAVINGS, REVENUE GAIN, OR REVENUE LOSS RESULTING FROM THE IMPLEMENTATION OF PROPOSED LEGISLATION		
	311	FORMER EMPLOYEE SUPPORTING DOCUMENTATION	AC	5	AC+5		AC = SEPARATION OR TERMINATION OF EMPLOYMENT. THIS RECORDS SERIES CONTAINS ALL DOCUMENTATION REQUIRED BY TEXAS STATE LIBRARY TO BE MAINTAINED AFTER EMPLOYEE LEAVES AGENCY INCLUDING AWARDS, INCENTIVES, I-9, BENEFITS, TRAINING AND DISCIPLINARY DOCUMENTATION, ETC.	95-582-126	
1.1.062	312	GALVESTON BAY ESTUARY PROGRAM	AC+5	5	AC+10	A	AC = DATE OF AGENDA OR REPORT PUBLICATION. INCLUDES GALVESTON BAY COUNCIL AGENDA/ MINUTES, SUBCOMMITTEE MINUTES & REPORTS, AND PROJECT FILES, VEHICLE RECORDS.	10-582-482	
3.1	313	GENERAL CLASS INFORMATION	1		1		EMPLOYEE INQUIRIES CONCERNING CLASSES.		A4
	314	GRANT – FEDERAL SUPERFUND-REMEDICATION	AC+10		AC+10		AC = GRANT CLOSED. 40 CODE OF FEDERAL REGULATIONS (CFR) 35.6700-6710 (1995). WORKSHEETS, PROGRAM ELEMENT REPORTS, & SUPPORTING DOCUMENTATION. COST RECOVERABLE DOCUMENTS ARE LISTED UNDER 3250.06 (92-582-049).		
	315	GRANT ACCOUNTING DOCUMENTS	AC+10		AC+10		AC = GRANT CLOSED. DOCUMENTS RECORDING ACCOUNTS RECEIVABLE, DEPOSITS, CORRECTIONS, AND ALLOCATIONS. U-DOCS, D-DOCS, J-DOCS)		
	316	GRANT ACCOUNTING SYSTEM REPORTS – OPERATING AND REMEDIATION GRANTS	AC+10		AC+10		AC = GRANT CLOSED. USAS REPORTS OF EXPENDITURES, REVENUES, AND ENCUMBRANCES.		

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

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	317	GRANT AUTOMATED CLEARINGHOUSE DOCUMENTS	AC+3		AC+3	AC = GRANT CLOSED. WORKSHEETS AND SUPPORTING DOCUMENTS; DRAW-DOWN DOCUMENTS.		
	318	GRANT DOCUMENT – FRINGE, RELEASE, AND INDIRECT RATE DEVELOPMENT DOCUMENTS	AC+3		AC+3	AC = SUBMITTAL OF INDIRECT COST RATE PROPOSAL. MULTI-YEAR GRANT RECORDS.		
4.7.008	319	GRANT RECONCILIATIONS - OPERATING GRANTS	AC+1	5	AC+6	AC = GRANT CLOSED.	98-582-197	
4.7.008	320	GRANT RECONCILIATIONS – REMEDIATION GRANTS	AC+1		AC+1	AC = GRANT CLOSED		
4.7.008	321	GRANTS - PLANNING AND MANAGEMENT	AC+1	5	AC+6	AC = GRANT CLOSED. MULTI-YEAR GRANT RECORDS.	92-582-046	
	322	GRAPHICS REQUEST	FE+5		FE+5	WORK ORDERS OF ALL REQUESTS FOR PUBLICATIONS, FORMS, PRINTED MATERIALS, AND OTHER TYPES OF JOBS THAT ARE PRODUCED BY AGENCY COMMUNICATIONS. USED ONLY BY PUBLISHING SECTION EMPLOYEES FOR COMPLETING AND TRACKING JOBS PRODUCED.		
	323	GROUND WATER MONITORING FORMS	AC	19	AC+19	AC = DATE FACILITY WAS CLOSED INCLUDING POST CLOSURE CARE PERIOD FORM 0910B.	92-582-059	<b>A4</b>
	324	GROUND WATER MONTHLY REPORTS	AC	20	AC+20	AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT. FORM TDWR 0554: GROUNDWATER MONITORING DATA FOR EXCURSION MONITORING FOR 23 DIFFERENT INSITU URANIUM MINING SITES FOR CLASS III UNDERGROUND INJECTION WELLS (1980, 1981, 1982)	92-582-057	

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			Agency	Storage	Total				

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	325	GROUNDWATER CONTAMINATION INVESTIGATIONS	AC+25		AC+25	E	AC = ACTION TAKEN ON INVESTIGATION. CONTAMINATION CASES THAT DO NOT FALL UNDER THE JURISDICTION OF ANY OTHER AGENCY OR PROGRAM. INSTANCES OF GROUNDWATER CONTAMINATION.		
1.1.008	326	GROUNDWATER DISTRICT MANAGEMENT PLAN COORDINATION GENERAL CORRESPONDENCE	CE+12		CE+12	E	TCEQ AND TWDB COORDINATION AND COMMUNICATION RELATED TO GROUNDWATER CONSERVATION DISTRICT MANAGEMENT PLAN APPROVAL AND ENFORCEMENT.		
	327	GROUNDWATER PLANNING & ASSESSMENT ELECTRONIC RECORDS	US		US				
1.1.008	328	GROUNDWATER PLANNING AND ASSESSMENT CORRESPONDENCE	AC+10		AC+10		AC = END OF YEAR. DESK REVIEW, INVESTIGATIONS, AND EVALUATIONS BY GROUNDWATER PLANNING AND ASSESSMENT TEAM FOR NON-PROGRAM-SPECIFIC REQUESTS.		
	329	HARRIS COUNTY ONSITE DISCHARGE GENERAL PERMIT TXG530000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM		A GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR THE DISCHARGE OF ON-SITE WASTEWATER IN HARRIS COUNTY. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	10-582-453	A4

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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.
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1.1.067	330	HAZARDOUS WASTE MANAGEMENT FACILITY FEES REPORT	CE+4	6	CE+10	E	THIS RECORD SERIES INCLUDES THE FOLLOWING THREE INDUSTRIAL SOLID WASTE AND HAZARDOUS WASTE PROGRAM FEES; 30 TAC 335.323 GENERATION FEE; 30 TAC 335.324 FACILITY FEE; 30 TAC 335.325 INDUSTRIAL SOLID WASTE AND HAZARDOUS WASTE MANAGEMENT FEE REPORTS.	99-582-233	
	331	HIGH VOLUME PARTICULATE AIR FILTERS	CE+10		CE+10		TCEQ REQUIRED TO STORE PARTICULATE AIR FILTERS ON SITE PROGRAM AREA FOR 10 YRS. RECORD SERIES RE-ISSUED AS TSL NO LONGER ACCEPTS THESE RECORDS AFTER 2007.		
	332	HOUSEHOLD HAZARDOUS WASTE PROGRAM FILES	AC+1		AC+1		AC = END OF NOTIFICATION PERIOD. DOCUMENTS WILL BE KEPT AN ADDITIONAL YEAR BY PROGRAM AFTER END OF NOTIFICATION. NOTIFICATIONS AND PLANS SUBMITTED BY THE REGULATED COMMUNITY FOR HAZARDOUS HOUSEHOLD WASTE COLLECTIONS AS REQUIRED BY AGENCY RULES AND VOLUNTARILY REPORTED COLLECTION RESULTS.		
	333	HRVOC EMISSIONS CAP AND TRADE PROGRAM	AC+10		AC+10		AC = PROGRAM CLOSED. MANDATORY PROGRAM FOR FACILITIES THAT (A) ARE IN THE HOUSTON- GALVESTON- BRAZORIA NONATTAINMENT AREA, (B) HAVE THE POTENTIAL TO EMIT MORE THAN 10 TONS OF HRVOCs PER YEAR, AND (C) ARE SUBJECT TO THE HRVOC CONTROL REQUIREMENTS OF 30 TAC CHAPTER 115, SUBCHAPTER H, DIVISION 1, VENT GAS CONTROL, OR DIVISION 2, COOLING TOWER HEAT EXCHANGE SYSTEMS.		

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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					
	334	HUB MBE/WBE	AC	20	AC+20		AC = PUBLICATION OF THE REPORT. EPA QUARTERLY REPORTS, GSC MONTHLY REPORTS, SEMIANNUAL REPORTS.	10-582-417		
3.2.010	335	HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORT	US+4		US+4		INCLUDES VACANCIES TEMPORARY EMPLOYEES, AND NEW HIRE.			
	336	HYDROSTATIC TEST WATER DISCHARGE GENERAL PERMIT TXG670000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM		GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR THE DISCHARGE OF HYDROSTATIC TEST WATER INTO OR ADJACENT TO ANY WATER IN THE STATE. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	10-582-454	A4	

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total					
1.1.067	337	IHW - EPA BIENNIAL REPORT - TEXAS	CE	20	CE+20	A	THE BIENNIAL REPORT IS REQUIRED BY EPA. IT CONTAINS FILES WHICH DESCRIBE THE TYPE AND QUANTITY OF HAZARDOUS WASTE GENERATED AND MANAGED IN TEXAS. THE REPORT, KNOWN AS NATIONAL BIENNIAL RCRA HAZARDOUS WASTE REPORT, IS BASED ON ANNUAL WASTE SUMMARY INFORMATION FROM LARGE QUANTITY GENERATORS, MONTHLY WASTE RECEIPT SUMMARY INFORMATION FROM TREATMENT STORAGE AND DISPOSAL FACILITIES, AND NOTICES OF REGISTRATIONS. MAY ALSO INCLUDE SUPPLEMENTAL PAPER DATA. AGENCY PROGRAM CREATES THE EPA REQUIRED ASCII FLAT FILES TO BE TRANSFERRED TO EPA'S RECRINFO DATABASE. ELECTRONIC RECORDS KEPT ON THE AGENCY NETWORK DRIVE.	93-582-088		
1.1.065	338	IHW - MAQUILADORA Q FORMS	CE	20	CE+20	E	THIS SERIES IS CLOSED. NO NEW RECORDS ADDED TO THIS SERIES, NO LONGER COLLECTED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS	98-582-156		
1.1.065	339	IHW BIENNIAL WASTE MINIMIZATION FORMS	CE	20	CE+20		THIS SERIES IS CLOSED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS STORED AT TSL. 1995 FINAL REPORTING YEAR. INFO VITAL UNTIL 2025 (PURGED 01/01/2026). SERIES IS NO LONGER USED.	92-582-067		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	E				
1.1.065	340	IHW FOREIGN WASTE SHIPMENT SUMMARY REPORTS	CE	20	CE+20	E	MONTHLY REPORTS OF SHIPMENTS FROM LOCATIONS OUTSIDE THE U.S.- COUNTRIES SHIPPING TO OR THROUGH TEXAS. REPORTS KEPT IN PROGRAM AREA FOR CURRENT YEAR + PRIOR YEAR, THEN SENT TO TEXAS STATE LIBRARY.	98-582-155		
1.1.065	341	IHW MONTHLY WASTE RECEIPT SUMMARY FORMS	CE+1	19	CE+20	E	REPORTING BY REGISTERED/PERMITTED TREATMENT, STORAGE, AND DISPOSAL FACILITIES (TSDF'S). A MONTHLY WASTE RECEIPT SUMMARY OF ALL MANIFESTED AND UNMANIFESTED HAZARDOUS OR CLASS 1 WASTE SHIPMENTS RECEIVED.	94-582-124		
1.1.065	342	IHW WASTE SHIPMENT SUMMARY REPORTS	CE+1	19	CE+20	E	WASTE SHIPMENT SUMMARY REPORTS FROM REGISTERED (INACTIVE) CESQG AND NON REGISTERED FACILITIES. REPORTS ON QUANTITIES OF WASTE SHIPPED FOR DISPOSAL EACH CALENDAR MONTH. RELATED TO INDUSTRIAL AND HAZARDOUS WASTE PROGRAM AND ONE TIME SHIPMENT PROGRAM.	94-582-123		
1.1.048	343	INDEX OF CASES REFERRED TO ATTORNEY GENERAL	AC+1		AC+1	E	AC = AS APPLICABLE: DECISION NOT TO FILE A LAWSUIT, DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION, OR ON MOTION OF THE PLAINTIFF OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. INDEX TO SOAH CASE FOR DISTRICT COURT GOES TO ATTORNEY GENERALS.			

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			Agency	Storage	Total	E				
1.1.065	344	INDUSTRIAL AND HAZARDOUS WASTE ANNUAL WASTE SUMMARY REPORTS	CE+1	19	CE+20		ANNUAL WASTE SUMMARY REPORTS. FACILITY ANNUAL (CALENDAR YEAR) REPORTS OF WASTE GENERATED, HANDLED, STORED, AND DISPOSED OF. PROGRAM AREA KEEPS PAPER RECORDS FOR THE CURRENT YEAR REPORTS + PREVIOUS YEAR REPORTS IN THE PROGRAM AREA.	92-582-054		
	345	INDUSTRIAL AND HAZARDOUS WASTE REGISTRATION - GENERAL FILES	1	19	20	E	RELATED TO THE I&HW PROGRAM. CONTAINS EPA 8700-12S, ONE TIME SHIPMENT REQUESTS, NON REGISTERED FACILITIES' SUBMISSIONS OF MISCELLANEOUS CORRESPONDENCE.	98-582-181		
	346	INDUSTRIAL HAZARDOUS WASTE (IHW)	AC+5	15	AC+20	E	AC = SITE INACTIVE, CEASED OPERATIONS, NO LONGER REGULATED, OR PHYSICALLY CLOSED. REGISTRATION FORMS, 8700-12S, PERMITS, AND UPDATE REQUESTS, CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS. SEND COPIES OF AGENCY PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	90-582-001 01-582-251	A4	
	347	INDUSTRIAL HAZARDOUS WASTE - CONFIDENTIAL	AC+5	15	AC+20	E	AC = TERMINATED, COMPLETED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, OR PHYSICALLY CLOSED. CONFIDENTIAL DOCUMENTS FROM REGISTERED FACILITIES RELATED TO I&HW PROGRAM. INCLUDES OVERSIZED DOCUMENTS & MAPS AND PHOTOS..	11-582-502		
	348	INDUSTRIAL HAZARDOUS WASTE - OVERSIZED DOCS, MAPS, PHOTOS AND REPORTS	AC	20	AC+20	E	AC = WHEN RECORDS ARE MICROFILMED UNDER AIN 347. RELATED TO IHW REGISTRATION PROGRAM - OVERSIZED DOCS, MAPS, PHOTOS, AND REPORTS. SEND COPIES OF AGENCY PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	92-582-076 09-582-408	A4	

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			Agency	Storage	Total					
	349	INDUSTRIAL HAZARDOUS WASTE REGISTRATION - OVERSIZED MAPS, PHOTOS, AND REPORTS - GENERAL - CONFIDENTIAL	AC	20	AC+20	E	AC = WHEN RECORDS ARE MICROFILMED UNDER AIN 350. RELATING TO THE IHW REGISTRATION PROGRAM GENERAL. CONTAIN OVERSIZED DOCS WITH CONFIDENTIAL INFORMATION. NO FILES KEPT IN PROGRAM AREA.	10-582-489 10-582-490		
	350	INDUSTRIAL HAZARDOUS WASTE REGISTRATION - GENERAL - CONFIDENTIAL	AC	20	AC+20	E	AC = SITE INACTIVE, CEASED OPERATIONS, NO LONGER REGULATED, OR PHYSICALLY CLOSED. RELATING TO THE IHW REGISTRATION PROGRAM GENERAL FILES. NO FILES KEPT IN PROGRAM AREA. RECORDS KEPT IN CENTRAL FILE ROOM.	10-582-488		
	351	INDUSTRIAL HAZARDOUS WASTE REGISTRATION PART B APPLICATIONS	5	25	30	E	AC = DATE FACILITY WAS CLOSED. FILMED. KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. INCLUDES OVERSIZED DOCS, MAPS, PHOTOS, CORRESPONDENCE, REPORTS	93-582-111 10-582-421 92-582-064	A4	
	352	INDUSTRIAL HAZARDOUS WASTE REGISTRATIONS - OVERSIZED DOCS, MAPS, PHOTOS, ETC - GENERAL FILE	1	19	20	E	RELATING TO THE IHW REGISTRATION PROGRAM GENERAL FILES.	09-582-345		
	353	INDUSTRIAL HAZARDOUS WASTE SITES - FACILITY IDENTIFICATION NUMBER (FID) F & T FILES	AC	30	AC+30	E	AC = AFTER CLOSURE OF SITE. INCLUDES T & F CORRECTIVE ACTION FILES. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. ALSO INCLUDES OVERSIZED DOCUMENTS, MAPS, AND PHOTOS.	04-582-310 09-582-346		

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FE - Fiscal Year End	MO - Months
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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	354	INDUSTRIAL MULTI SECTOR GENERAL PERMIT TXR050000 FOR STORM WATER AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM		CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AND AUTHORIZATIONS UNDER GENERAL PERMIT TXR050000 AND APPLICATIONS INCLUDING NOTICE OF INTENT (NOI), NO EXPOSURE CERTIFICATION (NEC), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	10-582-456	A4	
	355	INDUSTRIAL WASTEWATER DISCHARGE PERMIT	PM	PM	PM	A	RECORDS PROVIDE AUTHORIZATION FOR THE DISCHARGE OF WASTEWATER INTO WATERS OF THE STATE, OR DISPOSAL OF WASTEWATER ADJACENT TO WATERS IN THE STATE BY IRRIGATION, EVAPORATION OR SUBSURFACE DISPOSAL. PER 30 TAC PART 1 CHAPTER 309 & 319. THIS SERIES INCLUDES INDIVIDUAL PERMIT TYPES FOR INDUSTRIAL WASTEWATER, INDUSTRIAL STORM WATER, CAFO, WWTP SLUDGE BENEFICIAL LAND USE, TPDES (STATE ONLY PERMIT) SLUDGE PROCESSING AND SLUDGE DISPOSAL, AND MS4 PHASE I (STORM WATER).	96-582-147	A4	

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	356	INDUSTRIAL WASTEWATER DISCHARGE PERMIT - CONFIDENTIAL	PM	PM	PM	A	CONFIDENTIAL RECORDS THAT SUPPORT THE AUTHORIZATION FOR THE DISCHARGE OF WASTEWATER INTO WATERS OF THE STATE, OR DISPOSAL OF WASTEWATER ADJACENT TO WATERS IN THE STATE BY IRRIGATION, EVAPORATION OR SUBSURFACE DISPOSAL. PER 30 TAC PART 1 CHAPTER 309 & 319. RECORDS CONSIST OF DOCUMENTS THAT MAY CONTAIN TRADE SECRETS AND THAT ARE PART OF THE APPLICATION FOR INDUSTRIAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). IN TRADE SECRETS LAW, PROPRIETARY PROPERTY IS INFORMATION OR KNOWLEDGE IN WHICH THE INDIVIDUAL OR COMPANY DEVELOPING IT HAS OWNERSHIP RIGHTS. THIS SERIES INCLUDES INDIVIDUAL PERMIT TYPES FOR INDUSTRIAL WASTEWATER, INDUSTRIAL STORM WATER, CAFO, WWTP SLUDGE BENEFICIAL LAND USE, TPDES (STATE ONLY PERMIT) SLUDGE PROCESSING AND SLUDGE DISPOSAL, AND MS4 PHASE I (STORM WATER).	10-582-464	A4	

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	357	INDUSTRIAL WASTEWATER DISCHARGE PERMIT - OVERSIZED DOCUMENTS, MAPS & PHOTOS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 355 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. RECORDS CONSIST OF OVERSIZED DOCUMENTS, USUALLY MAPS, OR ENGINEERING PLANS AND SPECIFICATIONS THAT ARE PART OF APPLICATIONS FOR INDUSTRIAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). THESE DOCUMENTS ARE USED IN SUPPORT OF THE ISSUANCE OF INDUSTRIAL WASTE DISCHARGE PERMITS.	90-582-029 09-582-413	<b>A4</b>	

A4

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	358	INDUSTRIAL WASTEWATER DISCHARGE PERMIT CONFIDENTIAL - OVERSIZED DOCUMENTS, MAPS & PHOTOS	AC	30	AC+30	E	<p>AC = WHEN RECORDS STORED UNDER AGENCY ITEM # 356 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. CONFIDENTIAL RECORDS THAT CONSIST OF OVERSIZED DOCUMENTS, MAPS AND PHOTOS THAT MAY CONTAIN TRADE SECRETS AND THAT ARE PART OF THE APPLICATION FOR INDUSTRIAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). IN TRADE SECRETS LAW, PROPRIETARY PROPERTY IS INFORMATION OR KNOWLEDGE IN WHICH THE INDIVIDUAL OR COMPANY DEVELOPING IT HAS OWNERSHIP RIGHTS. THESE DOCUMENTS ARE USED IN SUPPORT OF THE ISSUANCE OF INDUSTRIAL WASTEWATER DISCHARGE PERMITS.</p>	10-582-465 10-582-466	A4	

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code		3. Agency Name								
<b>582</b>		<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.067	359	INITIAL DEMONSTRATION OF ANALYTICAL CAPABILITY RECORDS	AC+5	5	AC+10	E	AC = SEPARATION OF EMPLOYMENT. IDAC, ADAC, PD, IDC, LDC, ETHICS TRAINING, QM REVIEW FORMS, SOP REVIEW FORMS, AND GENERAL TRAINING FILES. THIS RECORD SERIES CONSISTS OF COMBINED RECORDS OF SEVERAL SECTIONS: LABORATORY & QUALITY ASSURANCE, DATA MANAGEMENT & INFORMATION TECHNOLOGY AND MOBILE MONITORING & DEPLOYMENT. NOTE: LAB & QA AND MM & DEPLOYMENT ARE REQUIRED TO MAINTAIN THESE RECORDS FOR NELAC. DM&IT IS NOT REQUIRED.	02-582-272		
2.1.002	360	INNOCENT OWNER/OPERATOR PROGRAM DATABASE	AC		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. TRACKS ALL SITES AND INCLUDES THE PHASE AND TYPE OF FACILITY.			
	361	INNOCENT OWNER/OPERATOR PROGRAM FILES	PM	PM	PM	E	RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	08-582-335 02-582-283	A4	
	362	INNOCENT OWNER/OPERATOR PROGRAM FILES SUPPORTING DOCUMENTATION - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30		AC = WHEN RECORDS STORED UNDER AIN 361 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	02-582-268 09-582-352	A4	

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	363	INSPECTION & MAINTENANCE PROGRAM FILES	AC	10	AC+10		AC = THE TERMINATION OR SUSPENSION OF THE VEHICLE EMISSIONS INSPECTION AND MAINTENANCE PROGRAM. VEHICLE EMISSIONS INSPECTION HISTORICAL RECORDS, RESEARCH FILES, PROGRAM FILES, CONTRACTS, BUDGETS, EPA CORRESPONDENCE.	98-582-178		
5.6.003	364	INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1		LA+1		VEHICLE INSPECTION, REPAIR AND MAINTENANCE RECORDS.			
	365	INSTREAM USES ENVIRONMENTAL REVIEW FILES	AC+10		AC+10	E	AC = PROJECT COMPLETED. FILES ARE THE MATERIALS ASSOCIATED WITH THE ENVIRONMENTAL REVIEW OF WATER RIGHTS APPLICATIONS. INCLUDES CORRESPONDENCE, SUPPORTING MATERIAL, REPORTS, AND MAPS.			
	366	INTERGOVERNMENTAL RELATIONS ELECTRONIC RECORDS LEGISLATIVE CONTACT TRACKING SYSTEM (LCTS)	US		US		LEGISLATIVE CONTACT TRACKING SYSTEM (LCTS) TRACKS REQUESTS AND INQUIRIES FROM LEGISLATIVE OFFICES AND RECORDS THE TCEQ RESPONSES.			
5.2.014	367	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3		PROPERTY, EQUIPMENT AND SUPPLY VERIFICATION.			
2.1.002	368	INVENTORY CONTROL DATABASE	AC		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. THIS DATABASE TRACKS NEW MAIL, INTERFILING, AND PROCESSING.			

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code		3. Agency Name								
582		<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
5.2.009	369	INVENTORY CONTROL FORM (TCEQ 0303)	FE+3		FE+3		THIS FORM RECORDS THE ADD, CHANGE, DELETE, AND TRANSFER ACTIVITY OF A PIECE OF EQUIPMENT.			
5.2.023	370	INVENTORY LISTING - YEAR TO DATE ACTIVITY	FE+3		FE+3		SHOWS ADDS, CHANGES, DELETES, AND TRANSFERS OF INFORMATION WITHIN THE INVENTORY SYSTEM. DATA INCLUDES AGENCY, DIVISION, TAG NUMBER, BATCH, DOCUMENT, TRANSACTION DATE, LOCATION, ITEM CODE, DESCRIPTION, DATE, AND COST.			
5.2.016	371	INVENTORY SYSTEM UPDATE LISTING	AC		AC		AC = TRANSFER OF INFORMATION INTO ANNUAL LISTING. SHOWS ALL ADDS, CHANGES, DELETES, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.			
	372	IRD PF DATABASE	US		US				A4	
5.4.013	373	IT DISASTER RECOVERY PROCESSES	US		US		ELECTRONIC VERSION MAINTAINED ON SEVERAL SERVERS.			
3.1.014	375	JOB POSTING PACKETS	AC	2	AC+2		AC = AFTER POSITION FILLED PLUS 6 MONTHS HERE AT THE AGENCY. EMPLOYMENT SELECTIONS (JOB 29 CFR 1602.31(a)). INCLUDES APPS, RESUMES, TRANSCRIPTS, EMPLOYMENT ADVERTISEMENTS, ETC.	94-582-125		
3.3.010	376	LABOR STATISTICS REPORTS	3		3		REPORTS PROVIDING STATISTICAL INFORMATION ON LABOR FORCE.			
	377	LABORATORY ANALYSIS FORMS	AV		AV					
	378	LABORATORY ANALYSIS REPORTS	CE	20	CE+20		AIR ORGANIC LAB REPORTS, CANISTERS, CARBONYLS. THIS RECORD SERIES IS CLOSED. THESE RECORDS WILL REMAIN AT TEXAS STATE LIBRARY UNTIL FINAL DISPOSITION.	04-582-302		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	379	LABORATORY LOG FILES	CE+10		CE+10		THESE RECORDS INCLUDE PARAMETER, INSTRUMENT, STANDARDS, REAGENT PREP, TEMPERATURE, VACUUM, SYSTEM MAINTENANCE, INSTRUMENT STRIP CHART, COMPRESSED AIR SYSTEM, MAINTENANCE DEIONIZED WATER SUPPLY, CALIBRATION, SAMPLE PREP, SYSTEM MAINTENANCE LOGS, AND ALL LOGS FOR LABORATORY'S SUPPORTING EQUIPMENT. RECORDS ARE EITHER ON PAPER OR IN BOUND LOG BOOKS.		A4	
1.1.043	380	LABORATORY METHODS MANUAL AND LAB QUALITY MANUAL	US+5	5	US+10	A	LABORATORY METHODS MANUAL AND LABORATORY QUALITY MANUALS.	02-582-269		
1.1.069	381	LABORATORY NOTEBOOKS AND LOGBOOKS (AIR LABORATORY & MOBILE MONITORING)	AC+5	5	AC+10		AC = REMOVED OFF LOGBOOK FROM SERVICE. ORGANIC ANALYSIS LABORATORY NOTEBOOKS AND LOGBOOKS.	02-582-270		
1.1.006	382	LANDSCAPE IRRIGATION COMPLAINT FILES	AC+2		AC+2		AC = DATE OF THE COMPLAINT. COMPLAINTS REGARDING LICENSED LANDSCAPE IRRIGATORS. RECORDS ARE CODED AND SENT TO THE CENTRAL FILE ROOM.			
1.1.058	383	LANDSCAPE IRRIGATOR ADVISORY COMMITTEE (IAC) MEETINGS AND MINUTES	PM		PM	A				

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2. Agency Code		3. Agency Name								
<b>582</b>		<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.048	384	LAWSUITS - PERSONNEL	AC+5	5	AC+10	E	AC = FINAL JUDGMENT IS ENTERED OR RESOLVED. EMPLOYMENT RELATED RECORDS, INCLUDES GRIEVANCE RECORDS, INTERNAL COMPLAINTS AND INVESTIGATIONS, EXTERNAL CHARGES OF DISCRIMINATION, INTERNAL APPEAL HEARING AND LITIGATION MATTERS. CONTRACTS INCLUDE LITIGATION RECORDS RELATED TO CONTRACTS AND GRANTS. 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.	00-582-237		
	385	LEADING ENVIRONMENTAL ANALYSIS AND DISPLAY SYSTEM (LEADS)	CE+30		CE+30		LEADS IS A DATA ACQUISITION, DISPLAY AND ANALYSIS SYSTEM FOR THE TCEQ AMBIENT AIR MONITORING AND CONTINUOUS WATER MONITORING NETWORKS.			
1.1.014	386	LEGAL OPINIONS AND ADVICE	CE+5		CE+5		LETTERS AND MEMOS OF LEGAL ADVICE PREPARED FOR COMMISSIONERS BY CHIEF CLERKS OFFICE. RECORDS CLIENT-ATTORNEY PRIVILEGED COMMUNICATION - "CONFIDENTIAL." (6/99 STATE ARCHIVIST WAIVED REVIEW DUE TO CONFIDENTIALITY).			
1.1.014	387	LEGAL OPINIONS AND ADVICE	AV		AV	R	DESCRIBES ATTORNEY OPINIONS AND ATTORNEY/CLIENT ADVICE.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	E				
1.1.014	388	LEGAL OPINIONS AND ADVICE	AV		AV	E	LEGAL OPINIONS AND ADVICE FROM AGENCY COUNSEL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS; AND, EXCLUDING ANY RENDERED ON A MATTER IN LITIGATION OR PENDING LITIGATION.		A4	
1.1.014	389	LEGAL OPINIONS AND ADVICE - LITIGATION SUPPORT	AV		AV	R	DESCRIBES ATTORNEY OPINIONS AND ATTORNEY/CLIENT ADVICE.			
1.1.014	390	LEGAL OPINIONS AND ADVICE - PERSONNEL	AV		AV	E	CONTAINS CENTRALIZED FILES OF LEGAL OPINIONS AND ADVICE.			
1.1.004	391	LEGISLATIVE APPROPRIATIONS REQUESTS	AC+2	4	AC+6	A	AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. REQUEST TO RECEIVE LEGISLATIVE APPROPRIATIONS. COPIES SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY FULFILL ARCHIVAL REQUIREMENT.	93-582-121		
	392	LEGISLATIVE BRIEFING MATERIAL	FE+10		FE+10		LEGISLATIVE BRIEFING MATERIAL RELATED TO THE AGENCY'S FINANCES.			
1.1.068	393	LEGISLATIVE BUDGET BOARD (LBB) REPORTS	AC+6		AC+6		AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. REPORTS THE NUMBER OF REQUESTS FOR ASSISTANCE, NEW BUSINESS MAIL OUTS, THE ADVOCATE AND SUPPORTING DOCUMENTS SUCH AS STANDARD OPERATING PROCEDURES (SOPS).			
5.2.017	394	LOST AND STOLEN PROPERTY REPORT	FE+3		FE+3		LOST AND STOLEN PROPERTY REPORTS.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
1.1.058	395	MARKED AGENDA, WORK SESSION, AND MARKED EXECUTIVE DIRECTOR LISTING	PM	PM	PM	A	ORIGINAL DOCUMENTS STORED IN BINDERS IN OFFICE OF THE CHIEF CLERK. ELECTRONIC COPY STORED ON AGENCY SERVER ACCESSIBLE THROUGH THE TCEQ EXTERNAL WEBSITE.	93-582-100 93-582-110		
	396	MASS EMISSIONS CAP AND TRADE PROGRAM	AC+10		AC+10		AC = PROGRAM CLOSED. MANDATORY PROGRAM FOR STATIONARY FACILITIES THAT ARE (A) IN THE HOUSTON-GALVESTON-BRAZORIA NONATTAINMENT AREA, (B) LOCATED AT SITES WITH A COLLECTIVE DESIGN CAPACITY OF AT LEAST 10 TONS PER YEAR, AND (C) SUBJECT TO THE NOX STATE IMPLEMENTATION PLAN (30 TAC CHAPTER 117).			
5.4.010	397	MATERIAL SAFETY DATA SHEETS	AC		AC		AC = AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL IS NO LONGER STORED BY AGENCY. NOTE: MATERIAL SAFETY DATA SHEETS FOR THE ORGANIC ANALYSIS LABORATORY ARE RETAINED IN THE LABORATORY WHERE THE CHEMICALS ARE USED. A SECOND SET OF MSDS IS IN THE HALLWAY, OUTSIDE OF ROOM 256A FOR ACCESS TO ANY BLDG B OCCUPANT.			
1.1.065	398	MDMA AUTO GC DATA	3	7	10	E	DOCUMENTATION OF VERIFICATION, EVALUATION, AND CHANGES MADE TO DATA FROM AUTOMATED GAS CHROMATOGRAPHS (AUTO GC) FOR THE PHOTOCHEMICAL ASSESSMENT MONITORING STATIONS (PAMs) PROGRAM.	02-582-274		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
	399	MEDICAL WASTE REGISTRATIONS AND ANNUAL REPORTS	AC+1		AC+1		AC = SITE INACTIVE, EXPIRED, CANCELLED, NOT RENEWED, OR CEASED OPERATIONS. MEDICAL WASTE TRANSPORTERS AND ONSITE TREATER REGISTRATIONS, RENEWALS, UPDATES, ANNUAL SUMMARY REPORTS, CORRESPONDENCE AND MISC DOCUMENTS.			
1.1.059	400	MEETINGS - CERTIFIED CLOSED SESSION OF COMMISSION AGENDA	AC+2		AC+2		AC = THE DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING, WHICHEVER IS LATER. CLOSED SESSION OF COMMISSION AGENDA. CONFIDENTIAL REVIEW BY COURT ORDER.			
1.1.011	401	MEMORANDA OF UNDERSTANDING	US+3		US+3	A	AGREEMENTS BETWEEN TCEQ AND OTHER STATE AGENCIES.			
1.1.043	402	METHOD DETECTION AND QUANTITATIONS LIMITS	US+5	5	US+10		INCLUDES BACKUP AND SUPPORTING DOCUMENTATION. THIS INCLUDES MDLs, LODs, MDLVs AND LDQVs.	02-582-271		
	403	MICKEY LELAND PROGRAM	AC	5	AC+5		AC = COMPLETED INTERNSHIP. INCLUDES FILES FOR MICKEY LELAND PROGRAM INTERNSHIPS. 29CFR 30.8(e) FOR APPRENTICESHIP PLANS.	98-582-153		
1.2.013	404	MICROFILM INDEXES	AC		AC		AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED. TO BE MAINTAINED FOR THE LIFE OF THE FILM (ASSOCIATED RECORD SERIES).			
1.2.013	405	MICROFILM LOGS, STATS, QC INFORMATION	AC		AC		AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED. TO BE MAINTAINED FOR THE LIFE OF THE FILM (ASSOCIATED RECORD SERIES).			

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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					
1.2.013	406	MICROFILM WORK ORDER	AC		AC		AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED. TO BE MAINTAINED FOR THE LIFE OF THE FILM (ASSOCIATED RECORD SERIES).			
5.6.005	407	MILEAGE REPORTS/OPERATION	LA+1		LA+1		AUSTIN CENTRAL AND REGIONAL OFFICES KEEP RECORD COPY FOR VEHICLES IN PROGRAM AREA. VEHICLE USE REPORTS INCLUDE MILEAGE FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.			
	408	MOBILE LABORATORY LOGBOOKS	CE+5	5	CE+10		INSTRUMENT AND LABORATORY NOTEBOOKS FOR MOBILE MONITORING.	04-582-298		
1.1.067	409	MOBILE MONITORING FINAL REPORTS	CE	25	CE+25	A	FINAL MOBILE MONITORING REPORTS INCLUDING DATA TABLES.	04-582-299		
	410	MOBILE MONITORING PROJECT FILES	CE+5	5	CE+10		RAW DATA AND QC DATA/REPORTS ASSOCIATED WITH MOBILE MONITORING PROJECTS.	99-582-212		
	411	MOBILE MONITORING SUPPORT DATA	CE+5	5	CE+10		MOBILE MONITORING DATA WHICH SUPPORTS METHODS UTILIZED, INITIAL VERIFICATION WORK, AND FOLLOW UP INTERNAL INVESTIGATIONS NOT COVERED IN ANOTHER CATEGORY (SUCH AS MDL'S). INCLUDES BUT IS NOT LIMITED TO ALL NON-PROJECT DATA AND FILES SUCH AS BLANK DATA (EXCEPT LOGBOOKS). INCLUDES MASS SPECTROMETER CANISTER DATA, QA/QC, MEDIA BLANKS, STD VERIFICATION, AND VALIDATION INSTRUCTIONS, ETC. NOT COVERED IN LOGBOOKS, ACL FILES, OR NCAMS DATA FILES.	12-582-511		
	412	MOBILE SOURCE PROGRAMS TEAM ELECTRONIC RECORDS	US		US		RESEARCH STUDIES AND REPORTS. REFERENCE DOCUMENTS. CORRESPONDENCE			

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			Agency	Storage	Total				

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	413	MODELING SUPPORT DOCUMENTS (AS DIRECTED AGENCY PROJECTS)	US		US		MODELING AUDITS, REPORTS, AND ANALYSES TO SUPPORT OTHER AGENCY PROJECTS AS DIRECTED.		
1.1.069	414	MODELING SUPPORT DOCUMENTS (PERMIT AUTHORIZATION)	US		US		MODELING AUDITS, REPORTS, AND ANALYSES TO SUPPORT AIR PERMIT APPLICATIONS.		
	415	MODELING SUPPORT DOCUMENTS (SIP AND NON-SIP)	PM		PM	A	MODELING REPORTS AND ANALYSES TO SUPPORT SIP AND NON-SIP AIR RULES AND STANDARD PERMIT DEVELOPMENT		
1.1.002	416	MONITORING AUDITS - INTERNAL	AC+5	5	AC+10		AC = NO FINDINGS OR CORRECTIVE ACTION TAKEN. THIS SERIES IS FOR AUDITS PERFORMED WITHIN THE MON-OPS DIVISION. QUALITY CONTROL /INTERNAL AUDITS CONDUCTED BY THE LAB & QA TEAM FOLLOWING A MONITORING TRIP.	04-582-300	A4
2.1.002	417	MONITORING DATA MANAGEMENT AND ANALYSIS ELECTRONIC RECORDS (WATER) (SWQMIS)	AC		AC		AC = COMPLETION OF 3RD VERIFICATION CYCLE / AUDIT. AMBIENT SURFACE WATER QUALITY DATA AND METADATA COLLECTED BY OR FOR THE AGENCY IS HOUSED IN AN ORACLE 10G DATABASE, WHICH RESIDES ON SERVERS SUBJECT TO DATA CENTER CONSOLIDATION. THE DATABASE IS THE SURFACE WATER QUALITY MONITORING INFORMATION SYSTEM (SWQMIS).		
	418	MONTHLY EFFLUENT REPORTS (MER'S) AND DISCHARGE MONITORING REPTS (DMR'S)	3	7	10		THESE DOCUMENTS ARE MAINTAINED BY STAFF FOR 3 YEARS THEN SENT TO TSL FOR AN ADDITIONAL 7 YEARS. THE ELECTRONIC FILES/RECORDS ARE MAINTAINED ON THE IRD SERVER BY TEAM FOR TEXAS. THIS IS A SHARED AGENCY SERVER. THE ELECTRONIC DMR RECORDS WERE INCORPORATED IN 2009 AND HAVE NOT MET THE 10 YEAR RETENTION MARK.	90-582-027	

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			Agency	Storage	Total					

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4	5	6	7	8	9	10	11		
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
	419	MONTHLY INJECTION REPORTS	AC	20	AC+20		AC = COMPLETION OF POST CLOSURE ON ALL HAZARDOUS WASTE WELLS. ALL OTHER WASTE WELLS THAT ARE NOT HAZARDOUS WASTE, AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT. ALL 15 LINEAR INCHES ARE OF FORM 0123A - FOR CLASS I WELLS (1982) WASTE DISPOSAL WELLS (WDW) MONTHLY INJECTION REPORTS.	92-582-056	A4
	420	MSW UNAUTHORIZED SITE CORRESPONDENCE FILES	5	10	15		RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN SENT TO THE TEXAS STATE LIBRARY. PRIOR MICROFILM STORED AT THE TSL UNTIL RETENTION IS MET, THEN DESTROYED. INCLUDES OVERSIZED DOCS, MAPS, PHOTOS, ETC.	08-582-322 09-582-339	
	421	MUNICIPAL SETTING DESIGNATION (MSD) FILES	AC+1	29	AC+30	A	AC = FINAL DESIGNATION. MUNICIPAL SETTING DESIGNATION (MSD) FILES CONTAIN INFORMATION PERTAINING TO THE ASSESSMENT OF GROUNDWATER AND ITS DESIGNATION AS NON POTABLE THUS ALLOWING MUNICIPALITIES TO FACILITATE NEW CONSTRUCTION ON CONTAMINATED SITES.	10-582-427	
1.1.067	422	MUNICIPAL SOLID WASTE CAPACITY ASSESSMENT REPORTS & DATA FILES	AC+30		AC+30	E	AC = PUBLICATION OF ANNUAL REPORT OF TRENDS & WASTE VOLUME & PROCESSING. DATA SUBMITTED BY MSW FACILITIES FOR GENERATION OF ANNUAL MSW REPORT. ONLY KEEPING ANNUAL SUMMARY REPORT.		
1.1.067	423	MUNICIPAL SOLID WASTE ANNUAL REPORT OF TRENDS IN WASTE VOLUME & PROCESSING	AC+10		AC+10	E	AC = PUBLICATION OF ANNUAL REPORT OF TRENDS & WASTE VOLUME & PROCESSING. PRIOR TO 1999 REPORTS STORED IN PAPER FORMAT; 1999 - PRESENT REPORTS STORED ELECTRONICALLY		A4

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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. <b>TSLAC ONLY</b> Amend. No.
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	424	MUNICIPAL SOLID WASTE COMPOSTING	AC+5	15	AC+20		AC = PERMIT (OR REGISTRATION) REVOCATION OR SUPERSEDURE. TYPE 5 REGISTRATIONS. RECORDS INCLUDE OVERSIZED DOCUMENTS, MAPS AND PHOTOS.	09-582-380 09-582-381	A4
	425	MUNICIPAL SOLID WASTE FACILITY PERMIT APP FILE, OVERSIZED DOCS, MAPS, AND PHOTOS	AC+5	5	AC+10	E	AC = PERMIT (OR REGISTRATION) REVOCATION OR SUPERSEDURE. MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE.	99-582-223 10-582-436	A4
	426	MUNICIPAL SOLID WASTE FACILITY PERMIT APPLICATION & UNAUTHORIZED SITES - DENIED/WITHDRAWN - FIELD INSPECTION REPORTS	AC	10	AC+10		AC = DATE DENIED OR WITHDRAWN. INCLUDES FIELD INSPECTION REPORTS OF SITES.	99-582-235	A4
	427	MUNICIPAL SOLID WASTE FACILITY PERMIT APPLICATION FILES	AC+5	5	AC+10	E	AC = PERMIT (OR REGISTRATION) REVOCATION OR SUPERSEDURE. MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	92-582-061 01-582-252	A4
	428	MUNICIPAL SOLID WASTE FACILITY PERMIT APPLICATION FILES - CONFIDENTIAL	AC+5	5	AC+10	E	AC = PERMIT (OR REGISTRATION) REVOCATION OR SUPERSEDURE. MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE. RECORDS KEPT IN CFR 5 YEARS THEN SENT TO THE TEXAS STATE LIBRARY. RECORDS INCLUDE OVERSIZED DOCS, MAPS, AND PHOTOS.	12-582-512	

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1.1.007	429	MUNICIPAL SOLID WASTE MANAGEMENT CORRESPONDENCE BY COUNTY	5	15	20	E	MAY ALSO INCLUDE CONSTRUCTION, COMMERCIAL, AND MEDICAL WASTE. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	00-582-244 10-582-493 10-582-492	A4
1.1.007	430	MUNICIPAL SOLID WASTE MANAGEMENT CORRESPONDENCE BY COUNTY - CONFIDENTIAL	5	15	20	E	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN SENT TO THE TEXAS STATE LIBRARY. RECORDS INCLUDE OVERSIZED DOCS, MAPS, AND PHOTOS.	12-582-513	
1.1.008	431	MUNICIPAL SOLID WASTE MANAGEMENT & RESOURCE RECOVERY ADVISORY COOUNCIL APPLICATIONS & CORRESPONDENCE	AC+2		AC+2	E	AC = DATE OF MEETING. MUNICIPAL SOLID WASTE MANAGEMENT RESOURCE RECOVERY ADVISORY COUNCIL APPLICATIONS & CORRESPONDENCE & GENERAL MEETING INFORMATION		A4
1.1.063	432	MUNICIPAL SOLID WASTE MANAGEMENT & RESOURCE RECOVERY ADVISORY COUNCIL MEETING MINUTES	AC	10	AC+10	A	AC = DATE OF MEETING. RECORD HIGHLIGHTS OF MEETINGS HELD FOR MUNICIPAL SOLID WASTE MANAGEMENT RESOURCE RECOVERY ADVISORY COUNCIL MEETINGS THAT ARE HELD QUARTERLY	99-582-229	
	433	MUNICIPAL SOLID WASTE REGISTRATIONS & APPLICATIONS	AC+5	5	AC+10		AC = PERMIT (OR REGISTRATION) REVOCATION OR SUPERSEDURE. RECORDS KEPT IN ROOM 503 FOR 5 YEARS, THEN SENT TO TEXAS STATE LIBRARY.	04-582-308	
	434	MUNICIPAL SOLID WASTE SUBCHAPTER T'S	PM		PM		AUTHORIZATIONS TO DISTURB FINAL COVER OVER A CLOSED LANDFILL		

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4	5	6	7	8	9	10	11		
	435	MUNICIPAL WASTEWATER DISCHARGE PERMIT	PM	PM	PM	A	RECORDS PROVIDE AUTHORIZATION FOR THE DISCHARGE OF TREATED DOMESTIC WASTEWATER INTO WATERS OF THE STATE, OR ADJACENT TO WATERS IN THE STATE. PER 30 TAC, PART 1 CHAPTER 309 & 319.	96-582-148 11-582-498	A4
	436	MUNICIPAL WASTEWATER DISCHARGE PERMIT - OVERSIZED DOCUMENTS, MAPS & PHOTOS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 435 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.. RECORDS CONSIST OF OVERSIZED DOCUMENTS, USUALLY MAPS, OR ENGINEERING PLANS AND SPECIFICATIONS THAT ARE PART OF APPLICATIONS FOR MUNICIPAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). THESE DOCUMENTS ARE USED IN SUPPORT OF THE ISSUANCE OF MUNICIPAL WASTE DISCHARGE PERMITS.	93-582-115 09-582-414	A4

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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.
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	437	MUNICIPAL WASTEWATER DISCHARGE PERMIT CONFIDENTIAL	PM	PM	PM	A	CONFIDENTIAL RECORDS THAT SUPPORT THE AUTHORIZATION FOR THE DISCHARGE OF TREATED DOMESTIC WASTEWATER INTO WATERS OF THE STATE, OR DISPOSAL OF WASTEWATER ADJACENT TO WATERS IN THE STATE BY IRRIGATION, EVAPORATION OR SUBSURFACE DISPOSAL. PER 30 TAC PART 1 CHAPTER 309 & 319. RECORDS CONSIST OF DOCUMENTS THAT MAY CONTAIN TRADE SECRETS AND THAT ARE PART OF THE APPLICATION FOR MUNICIPAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). IN TRADE SECRETS LAW, PROPRIETARY PROPERTY IS INFORMATION OR KNOWLEDGE IN WHICH THE INDIVIDUAL OR COMPANY DEVELOPING IT HAS OWNERSHIP RIGHTS.	10-582-467	A4
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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.
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	438	MUNICIPAL WASTEWATER DISCHARGE PERMIT CONFIDENTIAL - OVERSIZED DOCUMENTS, MAPS & PHOTOS	AC	30	AC+30	E	<p>AC = WHEN RECORDS STORED UNDER AIN 437 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.. CONFIDENTIAL RECORDS THAT CONSIST OF OVERSIZED DOCUMENTS, MAPS AND PHOTOS THAT MAY CONTAIN TRADE SECRETS AND THAT ARE PART OF THE APPLICATION FOR MUNICIPAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). IN TRADE SECRETS LAW, PROPRIETARY PROPERTY IS INFORMATION OR KNOWLEDGE IN WHICH THE INDIVIDUAL OR COMPANY DEVELOPING IT HAS OWNERSHIP RIGHTS. THESE DOCUMENTS ARE USED IN SUPPORT OF THE ISSUANCE OF MUNICIPAL WASTEWATER DISCHARGE PERMITS.</p>	10-582-468 10-582-469	A4
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			Agency	Storage	Total	9. Remarks		
1.1.067	439	NATURAL RESOURCE TRUSTEE PROGRAM	10		10	E		
1.1.069	440	NEW EMPLOYEES HIRED DURING MONTH REPORT	US+1		US+1			A4
	441	NEW SOURCE REVIEW INFORMATION MANAGEMENT SYSTEM (IMS)	US		US		THE NEW SOURCE REVIEW PERMITS INFORMATION MANAGEMENT SYSTEM (NSRP IMS) IS A WEB-BASED SYSTEM AND DATABASE DESIGNED TO ENTER AND MAINTAIN BASIC PERMIT INFORMATION AND TRACK THE PROGRESS OF NEW SOURCE REVIEW AIR PERMITS. THE NSRP IMS IS INTEGRATED WITH CENTRAL REGISTRY SO CORE DATA ASSOCIATED WITH THE PERMIT AUTHORIZATION IS NOT SORTED IN THE NSRP IMS DATABASE TABLES.	

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

Retention Codes (Fields 7)	Archival Codes (Field 8)
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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
1.1.019	442	NEWS CLIPS	FE+3		FE+3	A	PRESS RELEASES CONVEYING INFORMATION TO THE GENERAL PUBLIC. TEXAS STATE LIBRARY AND ARCHIVES COMMISSION HAS COPIES FROM 1993-1999 (0.24 CUBIC FEET), BUT NEWER VERSIONS ARE ELECTRONIC. PROGRAM AREA MAINTAINS CONVENIENCE COPIES FROM SEPT. 1, 1994 - PRESENT. ELECTRONIC COPIES ARE MAINTAINED ON THE TNET.			
	443	NON-CONTINUOUS NETWORK MONITORING DATA	CE+5	5	CE+10		RAW AND FINAL MEASUREMENT DATA RELATING TO ORGANIC LABORATORY SAMPLE ANALYSIS (e.g. CARBONYL, PM10, PAH'S, CANISTER DATE), INCLUDING CALIBRATION AND LABORATORY QC DATA.	12-582-514		
	444	NON-REGULATED OBSOLETE UTILITIES	AC+2		AC+2		AC = 90 DAYS AFTER CCN CANCELLATION. KEPT BY REGISTRATION NUMBER, CONTAINS GENERAL CORRESPONDENCE RECORDS AND INFORMATION ON MATTERS INVOLVING WATER OR SEWER UTILITIES THAT DO NOT HOLD A CCN.			
	445	NOTICES AND REPORTS FROM OTHER GOVERNMENT AGENCIES	CE+3		CE+3					
	446	NOTICES AND REPORTS FROM OTHER GOVERNMENT AGENCIES - CONFIDENTIAL	CE+3		CE+3					
5.2.015	447	NOTICES OF EQUIPMENT REMOVED FROM INVENTORY	FE+3		FE+3		CONTAINS NOTICES OF SALE AND VARIOUS FORMS OF DOCUMENTATION FOR DISPOSAL OF ASSETS.			

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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					
	448	NSR AIR PERMITS - COATINGS/COMBUSTION	AV		AV		THE PURPOSE OF THIS RECORD SERIES IS TO INCLUDE NSR PERMIT FILES AND SUPPLEMENTARY INFORMATION FOR THE COATINGS/COMBUSTION SECTION. THIS RECORD SERIES CONTAINS FILES THAT CONSIST OF PERMIT FILES AND REFERENCE MATERIALS. THIS RECORD SERIES MAY CONTAIN CONFIDENTIAL INFORMATION. SUPPLEMENTS INFORMATION LOCATED IN NSR AIR PERMITS.			
	449	NSR AIR PERMITS MECHANICAL / AGRICULTURAL FILES	AV		AV		THIS RECORD SERIES CONTAINS REFERENCE MATERIALS USED IN THE NSR PROCESS. THIS RECORD SERIES MAY CONTAIN CONFIDENTIAL INFORMATION AND SUPPLEMENTS INFORMATION FOUND IN NSR AIR PERMITS.			
	450	OCCUPATIONAL LICENSING PROGRAMS ELECTRONIC TRAINING ROSTERS (CCEDS)	US		US		ELECTRONIC TRAINING ROSTERS USED TO VERIFY CERTIFICATION TRAINING REQUIREMENTS. WILL CONTIAN CONFIDENTIAL INFORMATION. THIS RECORD SERIES WILL COVER THE SAME OCCUPATIONAL LICENSING PROGRAMS AS LISTED WITH AIN 252			

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	451	OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES / REGISTRATIONS	US+1		US+1		THIS RECORD SERIES WILL COVER THE TCEQ OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES/REGISTRATIONS FOR ANY PERSONS OR COMPANIES RELATING TO THEIR INFORMATION TO OBTAIN/MAINTAIN/REVOKE OR SUSPEND ANY AND ALL OCCUPATIONAL LICENSING PROGRAMS AND COMPANIES. ACTIVE LICENSEES' FILES:INCLUDES APPLICANT INFO, APPLICANT SUPPLEMENT FORMS, EXPIRATIONS, EXAMS, DENIALS/FAILURES AND DEFICIENCY LETTERS, COMPLAINT LETTERS FROM GENERAL PUBLIC, COPIES OF COMPLAINTS FROM OFFICE OF COMPLIANCE AND ENFORCEMENT, AND EMPLOYER INFO, ETC			
3.1.022	452	ONLINE PERSONNEL ACTION SYSTEM (OPAS)	2		2		USED TO CREATE/CHANGE INFORMATION CONCERNING EMPLOYEE, INCLUDING PAY, POSITION, NUMBER, EVALUATION DATE, LEAVE OF ABSENCE, SEPARATION AND TRANSFER. FILED IN CURRENT EMPLOYEE FILES. 29 CFR 1602.31.			
	453	ON-SITE SEWAGE FACILITIES (OSSF) COMPLAINTS & INVESTIGATION/ENFORCEMENT FILES - CONFIDENTIAL	AC+5	7	AC+12		AC = WHEN THE INVESTIGATION AND OSSF ENFORCEMENT ACTION IS COMPLETED.RECORDS INCLUDE INVESTIGATION FILES, FINANCIAL DATA, NOTICE OF VIOLATIONS, MEMOS TO FILE, RECORDS OF CONVICTIONS, AGREED ORDERS AND CORRESPONDENCE WITH LEGAL STAFF.	09-582-364		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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	9.				
	454	ON-SITE SEWAGE FACILITIES (OSSF) COMPLIANCE FILES	AC+5		AC+5		AC = WHEN COMPLIANCE REVIEW AND SUBSEQUENT AUTHORIZED AGENT ACTION IS SATISFACTORILY COMPLETED.RECORDS OF COMPLIANCE REVIEWS OF OSSF AUTHORIZED AGENTS INCLUDING INVESTIGATIONS, REVIEW FINDINGS, CORRESPONDENCE, ACTION ITEM LISTINGS.			
	455	ONSITE SEWAGE FACILITIES (OSSF) ORDERS AND SUPPORTING DOCUMENTATION	PM	PM	PM		ORDERS, ORDINANCES OR RESOLUTIONS ADOPTED BY LOCAL GOVERNMENTAL ENTITIES (DESIGNATED AS AUTHORIZED AGENTS) AND APPROVED BY THE OSSF PROGRAM. THESE DOCUMENTS DELINEATE AGREEMENT TO IMPLEMENT AND ENFORCE OSSF RULES IN THEIR AREA OF JURISDICTION. SUPPORTING DOCUMENTATION INCLUDES CORRESPONDENCE, REQUIREMENT JUSTIFICATIONS, PUBLICATION DATA, PUBLIC MEETING DATA, ETC., FOR THE DEVELOPMENT OF ORDERS, ORDINANCES AND RESOLUTIONS ADOPTED BY THE LOCAL GOVERNMENTAL AGENCIES (AUTHORIZED AGENTS). RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	00-582-247		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	456	ON-SITE SEWAGE FACILITIES (OSSF) PROPRIETARY PRODUCT APPROVALS - CONFIDENTIAL	US		US		APPROVAL OF PROPRIETARY OSSF TREATMENT SYSTEMS, WITH SUPPORTING DOCUMENTS. APPROVALS STAND UNTIL SUPERSEDED OR WITHDRAWN BY THE MANUFACTURER OR NO LONGER SUPPORTED (MANUFACTURER GOES OUT OF BUSINESS OR LOSES NATIONAL SANITATION FOUNDATION CERTIFICATION).			
	457	ONSITE SEWAGE FACILITIES NON-STANDARD DESIGNS INCLUDING OVERSIZED DOC, MAPS, PHOTOS	AC+1		AC+1		AC = WHEN REVIEW IS COMPLETED, NECESSARY MODIFICATIONS HAVE BEEN MADE AND DESIGN IS APPROVED. DOCUMENTATION SUBMITTED BY OSSF AUTHORIZED AGENTS, OSSF DESIGN ENGINEERS OR REGISTERED SANITARIANS WHICH PROVIDE DESIGN INFORMATION FOR NON-STANDARD ON-SITE SEWAGE FACILITIES/SYSTEMS THAT DO NOT CONFORM TO STANDARDS SHOWN IN TITLE 30, TEXAS ADMINISTRATIVE CODE CHAPTER 285 OR ARE NOT APPROVED PROPRIETARY OSSF SYSTEMS. DOCUMENTATION IS SUBMITTED FOR REVIEW AND APPROVAL OR MODIFICATION BY THE TCEQ OSSF PROGRAM.			
4.7.008	458	OPERATING GRANTS	AC+1	5	AC+6		AC = GRANT CLOSED. MULTI-YEAR GRANTS. WORKSHEETS, PROGRAM ELEMENT REPORTS, SUPPORTING DOCUMENTATION.	98-582-196		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
	459	OPERATING PERMITS TITLE V INFORMATION MANAGEMENT SYSTEM	US		US		THE TITLE V INFORMATION MANAGEMENT SYSTEM (TV IMS) IS A COMPUTERIZED SYSTEM AND DATABASE DESIGNED TO ENTER AND MAINTAIN BASIC PERMIT INFORMATION, PROVIDE PERMIT DEVELOPMENT TOOLS, AND TRACK THE PROGRESS OF TITLE V OPERATING PERMITS. THE TV IMS IS NOT INTEGRATED WITH CENTRAL REGISTRY SO CORE DATA ASSOCIATED WITH TITLE V PERMITS AUTHORIZATIONS IS STORED IN THE TV IMS TABLES.			
	460	OPR DEPUTY OFFICE ADMINISTRATIVE SECTION DATABASE RECORDS	US		US		INCOMING AND OUTGOING MAIL LOG		A4	
	461	ORIGINAL DOCUMENTS AND COURT FINDINGS	PM		PM	A	THESE RECORDS ARE ORIGINAL HISTORICAL DOCUMENTS THAT ARE REQUIRED TO BE KEPT IN RIO GRANDE WATER MASTER OFFICE.			
4.5.001	462	OUTDATED FINANCIAL TESTS AND GUARANTEES	US+4		US+4		OUTDATED FINANCIAL TEST AND GUARANTEES PERTAINING TO SEVERAL PROGRAMS ADMINISTERED BY TCEQ. SEE 3290.03.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>							
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.024	464	PENDING PLANNING MATERIAL	AC+3		AC+3	E	AC = DECISION TO IMPLEMENT OR NOT AS RESULT OF PLANNING PROCESS. PLANS AND SPECIFICATIONS.		
	465	PERIODICAL AND MEMBERSHIP SUBSCRIPTIONS	FE+4		FE+4		INVOICES FOR PURCHASES OF PERIODICALS FOR THE AGENCY LIBRARY AND MEMBERSHIP SUBSCRIPTIONS FOR AGENCY COMMUNICATIONS.		
	466	PERMIT BY RULE - REPEALED 10/28/2008	PM	PM	PM	R	ALL OF THESE PERMIT BY RULE HAVE BEEN REPEALED ON 10/28/08:RULE CHAPTER 321, SUBCHAPTER M, BULK PETROLEUM STATIONS & TERMINAL REGISTRATION; PERMIT BY RULE, RULE CHAPTER 321, SUBCHAPTER K, COMPOST MANURE REGISTRATION; PERMIT BY RULE, RULE CHAPTER 321, SUBCHAPTER J, READY -MIX CONCRETE REGISTRATION; PERMIT BY RULE, RULE CHAPTER 321, SUBCHAPTER G, HYDROSTATIC TEST WATER REGISTRATION; PERMIT BY RULE, RULE CHAPTER 321, SUBCHAPTER H, PETROLEUM CONTAMINATED WATER REGISTRATION; AND PERMIT BY RULE, RULE CHAPTER 321, SUBCHAPTER F, AQUACULTURE AND SHRIMP REGISTRATION. CONTAINS ORIGINAL APPLICATION, CERTIFICATE OF REGISTRATION, CORRESPONDENCE & SELF-REPORTING DATA. ALSO INCLUDES (Chapter 321, Sub Chapter O - Aquaculture PBR with permit numbers starting with EO0000001).	10-582-447	

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	467	PERMIT BY RULE COMMERCIAL LIVESTOCK TRAILER CLEANING REGISTRATION	PM	PM	PM	R	PERMIT BY RULE, CHAPTER 321, SUBCHAPTER N, THAT PROVIDES AUTHORIZATION FOR THE REMOVAL, CONTAINMENT, TREATMENT AND DISPOSAL OF WASTE OCCURRING AT COMMERCIAL LIVESTOCK CLEANING FACILITIES. (PERMIT NUMBER BEGINS WITH EN0000001)	09-582-400		
	468	PERMIT BY RULE DISCHARGERS TO SURFACE WATERS FROM MOTOR VEHICLES CLEANING FACILITIES REGISTRATION	PM	PM	PM	R	PERMIT BY RULE, CHAPTER 321, SUBCHAPTER L, THAT PROVIDES AUTHORIZATION FOR THE DISCHARGE TO SURFACE WATERS FROM MOTOR VEHICLES CLEANING FACILITIES. (PERMIT NUMBER BEGINS WITH EL0000001) NOTE: CURRENTLY THERE ARE NO AUTHORIZATIONS UNDER THIS RULE.	09-582-401		
	469	PERMIT BY RULE WATER RECLAMATION FACILITIES REGISTRATION	PM	PM	PM	R	PERMIT BY RULE, CHAPTER 321, SUBCHAPTER P, THAT PROVIDES AUTHORIZATION TO CONSTRUCT AND OPERATE A WATER RECLAMATION FACILITY. CONTAINS ORIGINAL APPLICATION, CERTIFICATE OF REGISTRATION, CORRESPONDENCE & SELF-REPORTING DATA. (PERMIT NUMBER BEGINS WITH EP0000001) NOTE: CURRENTLY THERE ARE NO AUTHORIZATIONS UNDER THIS RULE.	10-582-451		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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	R				
	470	PESTICIDE GENERAL PERMIT TXG870000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM	R	GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR FACILITIES THAT DISCHARGE BIOLOGICAL PESTICIDES OR CHEMICAL PESTICIDES THAT LEAVE A RESIDUE INTO, OVER, OR NEAR WATERS OF THE UNITED STATES. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS.	12-582-515		
	471	PESTICIDE MANAGEMENT PLAN AND IMPLEMENTATION	PM		PM	R	DOCUMENTATION OF INTERAGENCY COORDINATION IN DEVELOPMENT OF TCEQ PESTICIDE MANAGEMENT PLAN (PMP). INCLUDES TCEQ PUBLICATION SFR-070/01, THE INTERAGENCY PESTICIDE DATABASE (IPD) - A RELATIONAL DATABASE MAINTAINED ON AN AGENCY SERVER, AND MONITORING DATA AND REPORTS GENERATED THROUGH IMPLEMENTATION OF THE PMP. THE PMP IS IN ACCORDANCE WITH TEXAS WATER CODE, CHAPTER 26.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.		
			Agency	Storage	Total	9. Remarks				
	472	PETROLEUM CONTAMINATED WATERS GENERAL PERMIT TXG830000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM	R	10-582-455			
	473	PETROLEUM STORAGE TANK ENFORCEMENT FILES (ACTIVE)	AC+10		AC+10	R				

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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					
	474	PETROLEUM STORAGE TANK REGISTRATIONS	AC	30	AC+30	E	AC = AFTER SITE CLOSURE. FILES FOR FACILITIES CLOSED PRIOR TO 1993. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	96-582-146 99-582-232		
	475	PETROLEUM STORAGE TANK REGISTRATIONS - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	R	AC = WHEN RECORDS STORED UNDER AIN 474 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-340 10-582-433		
	476	PETROLEUM STORAGE TANK REGISTRATIONS CONFIDENTIAL	AC	30	AC+30	E	AC = AFTER SITE CLOSURE. FILES FOR FACILITIES CLOSED PRIOR TO 1993. CONTAINS RELEASE DETERMINATION RECORDS. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	09-582-367		
	477	PETROLEUM STORAGE TANK REGISTRATIONS CONFIDENTIAL - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30		AC = WHEN RECORDS STORED UNDER AIN 476 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-369		
	478	PETROLEUM STORAGE TANK REGISTRATIONS GENERAL UNNUMBERED	AC	30	AC+30	E	AC = AFTER SITE CLOSURE INDICATES LOCATIONS NOT ASSIGNED FACILITY NUMBERS OR TRACKING NUMBERS. CONFIDENTIAL RECORDS STORED UNDER AGENCY ITEM NUMBER 6203.06. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	09-582-366		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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	E				
	479	PETROLEUM STORAGE TANK REGISTRATIONS GENERAL UNNUMBERED CONFIDENTIAL	AC	30	AC+30	E	AC=AFTER SITE CLOSURE. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	09-582-368		
	480	PETROLEUM STORAGE TANK REGISTRATIONS GENERAL UNNUMBERED - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30		AC = WHEN RECORDS STORED UNDER AIN 479 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-370		
4.1.001	481	PETROLEUM STORAGE TANK REIMBURSEMENT CLAIMS	AC	7	AC+7		AC = 09/01/2012. RELATED TO LPST SITES. THESE RECORDS ARE APPLICATIONS FOR REIMBURSEMENT FROM THE PST REMEDIATION ACCOUNT. RECORDS HELD AT THE TEXAS STATE LIBRARY AND IRON MOUNTAIN.	93-582-090		
4.1	482	PETROLEUM STORAGE TANK REIMBURSEMENT DATABASE (SMARTMAPS)	US		US		RELATED TO LPST SITES. PROGRAM SPECIFIC DATABASE USING PARADOX 10. PST SITE INFORMATION PULLED FROM TRACS.			
	483	PETROLEUM STORAGE TANKS STATE LEAD FINANCIAL CAPACITY REVIEWS	AC+3	7	AC+10		AC = COMPLETION OF FINANCIAL REVIEW. INCLUDES INTERNAL WORK PAPERS AS WELL AS INFORMATION AND DOCUMENTS PROVIDED BY THE APPLICANTS.	11-582-497		
	484	PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s) GENERAL PERMIT TXR040000 FOR STORM WATER AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	PM	PM	PM	R	CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AND AUTHORIZATIONS UNDER GENERAL PERMIT TXR040000 AND APPLICATIONS INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), WAIVER, NOTICE OF CHANGE (NOC), CORRESPONDENCE RELATING TO PROCESSING THESE FORMS AND A STORM WATER MANAGEMENT PLAN.	10-582-458		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code		3. Agency Name								
582		<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	485	PLUMBING FIXTURE CERTIFICATION DATABASE	US		US		TRACKS PLUMBING FIXTURE CERTIFICATION & BILLING. MAINTAINED ON SERVER.			
1.1.070	486	POLICY RESEARCH AND DEVELOPMENT & AGENCY OPERATING POLICIES	AC+3		AC+3	A	AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES.			
	487	POLLUTION PREVENTION ADVISORY COMMITTEE (PPAC)	FE+5		FE+5	A	THE PPAC ADVISES THE TCEQ ON MATTERS INVOLVING POLLUTION PREVENTION. AUTHORIZED UNDER THE TEXAS HEALTH AND SAFETY CODE (SOLID WASTE DISPOSAL ACT, SECTION 361.0215). IT ALSO ADVISES THE COMMISSION ON THE STATE'S WASTE REDUCTION POLICY (SECTION 361.502), AND HELPS THE AGENCY IMPLEMENT THE RECYCLING MARKET DEVELOPMENT IMPLEMENTATION PROGRAM (SECTION 361.423). RECORDS FOR THE MANDATED COMMITTEE INCLUDE AGENDAS, MINUTES OF MEETINGS, PAST AND CURRENT MEMBERS, AND NOMINATION LETTERS.			
2.1.002	488	POLLUTION PREVENTION AND INDUSTRY ASSISTANCE ELECTRONIC TRACKING SYSTEMS	AV		AV		REPORTS ON POLLUTION PREVENTION ACTIVITIES REGARDING WASTE AND TOXICS RELEASE INVENTORY (TRI) REDUCTIONS. THESE REPORTS ARE COLLECTED ONLINE AND MIGRATED INTO THE PROGRAM DATABASE.			
5.1.005	489	POSTAGE EXPENSE REPORTS	FE+3		FE+3		EXPENSE REPORTS PROVIDED BY UNITED STATES POSTAL SERVICE. AUTOMATED SYSTEM THAT TRACKS BILLING STATEMENTS, ETC.			
1.1.067	490	PRELIMINARY ASSESSMENT/SITE INSPECTIONS (PASI)	AC	50	AC+50	E	AC = DATE OF THE ASSESSMENT. RELATED TO AIN 491.	99-582-216		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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			Agency	Storage	Total					
1.1.067	491	PRELIMINARY ASSESSMENT/SITE INSPECTIONS(PASI)/SITE DISCOVERY ASSESSMENT(SDA)	PM	PM	PM	A	RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. PASI DOCUMENTS GO TO EPA IF THE EPA WANTS THEM.	02-582-280 10-582-432		
1.1.067	492	PRETREATMENT PROGRAM ANNUAL REPORT	PM	PM	PM	E	PRETREATMENT REPORTS SUBMITTED TO TCEQ FOR THE MONTH SPECIFIED ON THE TPDES PERMIT. THIS PRETREATMENT REGULATION IS FOR EXISTING AND NEW SOURCES OF POLLUTION. PER 30 TAC CHAPTER 315.	10-582-470		
	493	PRETREATMENT PROGRAM RECORDS. APPROVED PROGRAMS, SUPERCEDED APPROVED PROGRAMS, REPORTS, COMPLIANCE, AND APPROVED PROGRAM DOCUMENTS	PM	PM	PM	A	CONTAINS THE PRETREATMENT PROGRAM DOCUMENTS; APPROVED PROGRAM (AP), SUPERCEDED APPROVED PROGRAM (APS), RELATED APPROVED PROGRAM DOCUMENTS, AND COMPLIANCE (CO) - [AUDIT REPORTS, COMPREHENSIVE COMPLIANCE INSPECTIONS (CCI)].	10-582-471		
	494	PREVENTATIVE MAINTENANCE RECORDS	US		US		PREVENTATIVE MAINTENANCE INSTRUCTIONS AVAILABLE VIA THE TCEQ INTRANET/INTERNET FOR MONITORING EQUIPMENT (SEE "DSR"). UPDATED REGULARLY.		A4	
	495	PRIORITY GROUNDWATER MANAGEMENT AREA (PGMA) - GENERAL CORRESPONDENCE	5	5	10	E	CORRESPONDENCE BETWEEN TCEQ, TWDB, OR OTHER AGENCIES FOR PRIORITY GROUNDWATER MANAGEMENT AREA PROGRAM PLANNING AND IMPLEMENTATION.	09-582-392		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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			Agency	Storage	Total					
1.1.007	496	PRIORITY GROUNDWATER MANAGEMENT AREA (PGMA) STUDIES - NO DESIGNATION	AC+15	20	AC+35	E	AC = AGENCY DECISION THAT AREA STUDIED NOT BE DESIGNATED A PGMA AT THIS TIME. AREA STUDY THAT DID NOT RESULT IN A PRIORITY GROUNDWATER MANAGEMENT AREA DESIGNATION. CORRESPONDENCE AND REPORT FILES. HEARING FILES MAY ALSO BE INCLUDED.	09-582-393		
	497	PRIORITY GROUNDWATER MANAGEMENT AREAS (PGMA) - DESIGNATED	AC+15	20	AC+35	E	AC = TCEQ DESIGNATION DATE PLUS THREE YEARS. PRIORITY GROUNDWATER MANAGEMENT AREA DESIGNATED BY TCEQ. CORRESPONDENCE, REPORT, AND HEARING FILES. UPDATE FILES MAY ALSO BE INCLUDED.	09-582-394		
	498	PROCUREMENT AND CONTRACTS UNIT TRACKING SYSTEM	US		US		TRACKS PROGRESS OF CONTRACTS UNTIL COMPLETED.			
	499	PROPHECY TO USAS INTERFACE DOCUMENTS	FE	4	FE+4		DOCUMENT CONTENT OF DAILY DEPOSIT AND CORRECTION FILES INTERFACED ELECTRONICALLY TO USAS FOR PROCESSING. AFTER CURRENT RECORDS ARE DESTROYED AT THE TSL, THE PROGRAM WILL KEEP RECORDS ONSITE.	99-582-230		
	500	PST CONTRACTS DATABASE	AC		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.		<b>A4</b>	

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
4.5.002	501	PST FINANCIAL ASSURANCE	AC	4	AC+4		AC = ACCEPTANCE OF MECHANISM OR COMMISSION AGENDA APPROVAL. PST OWNERS OR OPERATORS. INSURANCE DOCS.	04-582-313		
	502	PST LEAKING PETROLEUM STORAGE TANK AND STATE LEAD TOGETHER	US		US		THE RECORDS CAN BE FOUND IN THE RMD SERVER IN SMARTMAPS AND CATS, AND A LONG TIME AGO THEY USED FOX PRO.		A4	
	503	PST LEAKING PETROLEUM STORAGE TANK FILES AND PST STATE LEAD	AC+5	25	AC+30	E	AC = SITE CLOSED, DOCUMENTS CONTAMINATION RELEASE AT FACILITIES, RADIATION ASSESMENT, INCLUDES PETROLEUM STORAGE TANK STATE LEAD FILES AND LPST FILES WHEN CLOSED. PAPER KEPT IN CENTRAL FILE ROOM UNTIL CLOSED THEN TRANSFERRED TO TEXAS STATE LIBRARY.	93-582-092 10-582-418 10-582-419	A4	
	504	PUBLIC UTILITIES ANNUAL REPORTS	CE+3	10	CE+13		ANNUAL REPORTS SUBMITTED BY PUBLIC UTILITIES.	99-582-218		
	505	PUBLIC WATER SUPPLY - CONFIDENTIAL OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	AC	30	AC+30	R	AC = WHEN RECORDS STORED UNDER AIN 507 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	09-582-384 09-582-385		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.065	506	PUBLIC WATER SUPPLY - OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 512 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	08-582-331 08-582-332		
	507	PUBLIC WATER SUPPLY - CONFIDENTIAL	PM	PM	PM	A	FILES CONTAIN LEAD AND COPPER ANALYSIS, COMPLAINTS, ENFORCEMENT ACTIONS, TURBIDITY RECORDS, POSITIVE BACTERIOLOGICAL SAMPLES AND CHECK SAMPLES, CONTRACT ASSISTANCE FILES. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	10-582-479		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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					
	508	PUBLIC WATER SUPPLY - CONFIDENTIAL COUNTY GENERAL (UNNUMBERED)	PM	PM	PM	R	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	10-582-480		
	509	PUBLIC WATER SUPPLY CONFIDENTIAL COUNTY GENERAL (UNNUMBERED) OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	AC	30	AC+30	R	AC = WHEN RECORDS STORED UNDER AIN 508 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	09-582-386 09-582-387		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
1.1.065	510	PUBLIC WATER SUPPLY COUNTY GENERAL (UNNUMBERED)	PM	PM	PM	A	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	10-582-440		
1.1.065	511	PUBLIC WATER SUPPLY COUNTY GENERAL (UNNUMBERED) OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	AC	30	AC+30	R	AC = WHEN RECORDS STORED UNDER AIN 510 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	09-582-382 09-582-383		

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			Agency	Storage	Total					
1.1.065	512	PUBLIC WATER SUPPLY	PM	PM	PM	A	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	98-582-180 08-582-330		
1.1.067	513	PUBLIC WATER SYSTEM RECORDS	CE+9		CE+9	R	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST COMPLY WITH THE NATIONAL PRIMARY DRINKING WATER REGULATIONS THAT ARE CONTAINED IN 30 TAC 290 SUBCHAPTER D, F, AND H. THE TCEQ MUST DELIVER AN ELECTRONIC RECORD OF THE INVENTORY OF ALL PWS, AND AN ELECTRONIC RECORD OF THEIR CHEMICAL AND MICROBIAL COMPLIANCE, TO THE EPA. THIS FILE SERIES CONTAINS THOSE RECORDS.			
4.2.005	514	PURCHASE ORDERS	FE+2	4	FE+6		ALL PURCHASE ORDERS PRODUCED BY THE AGENCY. INCLUDES PURCHASE ORDERS FOR CONFERENCES, TRAINING, AND CATALOG PURCHASES.	00-582-238		

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4.2.005	515	PURCHASE VOUCHERS	FE	7	FE+7		REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS, BEST VALUE DETERMINATIONS, ETC. INCLUDES PROCARD VOUCHERS	91-582-037		
	516	QUALITY ASSURANCE AUDIT REPORTS	AC+3		AC+3		AC = COMPLETION OF AUDIT. RESULTS OF AGENCY-LEVEL QUALITY ASSURANCE AUDITS OF TCEQ PROGRAMS AND PROJECTS, INCLUDING TCEQ CONTRACTORS.			
1.1.070	517	QUALITY ASSURANCE PROJECT PLANS	AC+5	5	AC+10	A	AC = EPA APPROVAL. BOOKLET OR MANUAL UPDATED EVERY YEAR WITH MONITORING DATA TAKEN MOSTLY FROM TCEQ MONITORING STATIONS. AFTER AUDITED/REVIEWED SUBMITTED TO EPA FOR APPROVAL. IT THEN BECOMES AN ESTABLISHED GUIDELINE FOR THE NEXT YEAR. THERE ARE SEVERAL QUALITY ASSURANCE PROJECT PLANS (QAPP'S).	98-582-176		
2.2	518	QUALITY ASSURANCE RECORDS	CE+10		CE+10		QUALITY ASSURANCE PROJECT PLANS AND TECHNICAL SYSTEMS AUDIT RECORDS.			
1.1.067	519	QUALITY ASSURANCE/QUALITY CONTROL REPORTS AND AUDITS	CE+5	5	CE+10	E	QUARTERLY AND ANNUAL REPORTS: EPA REQUIRED QUALITY ASSURANCE AUDIT REPORTS OF AIR MONITORING STATIONS. LABORATORY CONTROL CHECK REPORTS TO EPA. PRECISION AND ACCURACY REPORTS TO EPA.	98-582-170		
	520	QUALITY CONTROL RECORDS	CE+10		CE+10		QUALITY CONTROL DATA THAT SUPPORTS CHAIN OF CUSTODY FILES.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	9. Remarks	R			
	521	QUALITY MANAGEMENT PLANS	AC+3		AC+3		AC = WHEN PLAN IS APPROVED. TCEQ QUALITY MANAGEMENT PLAN (QMP) DOCUMENTS THE AGENCY'S QUALITY SYSTEM FOR GENERATING ENVIRONMENTAL DATA. THE PLAN IS UPDATED ANNUALLY AND IS APPROVED BY EXECUTIVE MANAGEMENT AND USEPA, REGION 6. TCEQ CLEAN RIVERS PROGRAM QUALITY MANAGEMENT PLAN DOCUMENTS THAT PROGRAM'S QUALITY SYSTEM FOR GENERATING ENVIRONMENTAL DATA. THE PLAN HAS BEEN UPDATED ANNUALLY BUT WILL BE MERGED WITH THE AGENCY QMP IN JANUARY 2011.			
1.1.068	522	QUARTERLY PERFORMANCE MEASURES REPORTS	AC+6		AC+6		AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. PERFORMANCE MEASURES ARE REPORTED TO LBB.			
1.1.065	523	QUARTERLY/MONTHLY ONSITE LAND DISPOSAL SUMMARY FORMS	CE	20	CE+20		SERIES NO LONGER USED OR COLLECTED. LAST REPORTS DATED 1995. ONSITE LAND DISPOSAL SUMMARY FORMS. MAINTAIN RECORDS UNTIL PURGED.	93-582-078		
	524	RADIOACTIVE MATERIALS LICENSING OVERSIZED DOCS, MAPS, PHOTOS, ETC	PM		PM	R	IN PROGRAM AREA STORED IN ROOM 1206 FILE ROOM.			
	525	RADIOACTIVE MATERIALS PROGRAM DATABASE RECORDS	US		US		THIS ACCESS DATABASE CURRENTLY CONTAINS; RADIOACTIVE MATERIALS LICENSING, URANIUM TECHNICAL ASSESSMENT AND UNDERGROUND INJECTION CONTROL INFORMATION.			
1.1.007	526	RADIOACTIVE WASTE LICENSED SITE CONFIDENTIAL	PM	PM	PM	R		04-582-307		

\*RECORD SERIES WITH "PM" RETENTION & ARCHIVAL CODE "A": IF RETENTION IS LOWERED TO LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES WHEN RETENTION IS MET.

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2. Agency Code	<b>582</b>	3. Agency Name	<b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>
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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				

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	527	RADIOACTIVE WASTE LICENSED SITES	PM	PM	PM	A	SOME RECORDS INCLUDE: RW0219, RW1431, RW1634, RW2402, RW3024, RW3100, RW3626, RW3653, RW4100, RW4336, RW4971, RW5807, RW6046, RW6062, ETC. ALSO RECORDS INCLUDE SOAH ON RW3100. SOME RECORDS IN PROGRAM AREA.	09-582-359	
	528	RADIOACTIVE WASTE PROCESSING AND STORAGE	CE+3	12	CE+15		EXEMPTION CONCURRENCES CORRESPONDENCES	11-582-501	
	529	RADIOACTIVE WASTE PROCESSING AND STORAGE LICENSES	PM		PM		TWO LICENSE NUMBERS REFERENCED ARE R04971 OR R01811		
	530	RADIOACTIVE WASTE PROCESSING AND STORAGE LICENSES - CONFIDENTIAL	PM		PM		REFERENCED AS LICENSE NUMBERS R04971 AND R01811, INCLUDING CONFIDENTIAL DOCUMENTS FOR INCREASED CONTROL.		
	531	RADIOACTIVE WASTE UNLICENSED SITES	PM	PM	PM	A	SOME RECORDS INCLUDED IN THIS SERIES ARE: RWCONOCO, RWPAN, RWUMTRA, RWGRA, RWPEA, RWPILIPS, RWNRC, RWPANTEX, RWYOU, RWKAFB, AND RWLO3399.	09-582-360	
4.3.002	532	RECEIPTS, JOURNALS OR REGISTERS	FE+3		FE+3		INCLUDES JOURNAL VOUCHER REGISTER, UNEMPLOYMENT COMPENSATION REPORTS WHICH ARE ATTACHED TO JOURNAL VOUCHERS.		
1.2.011	533	RECORDS CENTER STORAGE APPROVAL FORMS (RMD 106) - AGENCY COPY	US		US		ORIGINAL RETAINED US+5 BY THE TEXAS STATE AND LOCAL RECORDS MANAGEMENT DIVISION.		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.		
			Agency	Storage	Total	9. Remarks				
2.1.011	534	RECORDS CONTROL DATABASE/INSIGHT	AC		AC	AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED. ALL FORMS USED BY AGENCY AND PROGRAM AREAS FOR MAINTENANCE OF RECORDS MANAGEMENT PROGRAM. COMPLETED FORMS KEPT IN PROGRAM AREA AND RECORDS MANAGEMENT.				
1.2.010	535	RECORDS DISPOSITION LOG	CE+10		CE+10	AGENCY'S LISTING OF RECORDS DESTROYED. LOG LIST RECORDS SERIES, DATES OF RECORDS AND DATE DESTROYED. SEE AIN 3721.01 FOR PAPER RECORDS DISPOSITION REQUEST FORMS (TCEQ 10519).				
1.2.001	536	RECORDS DISPOSITION REQUEST FORMS (TCEQ FORM 10519)	FE+3		FE+3	DOCUMENTS LISTING RECORDS DESTROYED AND ACCOMPANYING AGENCY SIGN-OFFS. MAY INCLUDE RECORDS CREATOR, AGENCY LEGAL STAFF, AND/OR AGENCY AUDIT STAFF SIGNATURES.				
1.2.012	537	RECORDS INVENTORY SHEETS (RMD103) - AGENCY COPY	US		US	RMD103 ARE PLACED IN INDIVIDUAL UNITS RECORDS RETENTION FOLDER.				
1.2.005	538	RECORDS RETENTION SCHEDULE (SLR 105) - AGENCY COPY	12		12	ORIGINAL APPROVED COPY RETAINED AT TEXAS STATE LIBRARY PERMANENTLY.				
1.2.006	539	RECORDS TRANSMITTAL FORMS - AGENCY COPY	AC+2		AC+2	AC = FINAL DISPOSITION OF THE RECORDS EITHER BY DESTRUCTION OR TRANSMITTAL TO THE STATE ARCHIVE. AGENCY COPY INCLUDES RMD101, DETAILED BOX CONTENTS LISTS. FORMS INDICATE RECORDS TRANSFERRED TO STORAGE OR TRANSFER OF LEGAL CUSTODIAN. ORIGINAL IS RETAINED AC+20 BY TEXAS STATE LIBRARY.				

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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					
3.1.034	540	RECRUITMENT	FE+1		FE+1		UNIVERSITY INFORMATION, CAREER JOB FAIR REGISTRATION AND UPDATES ON RECRUITMENT			
1.1.070	541	REGIONAL PLAN DEVELOPMENT & IMPLEMENTATION	US		US	A	RETAINED UNTIL SUPERSEDED BY MORE CURRENT VERSION. TEXAS HEALTH & SAFETY CODE 363.064 (e) [CLOSED LANDFILL INVENTORY] & 363.062 (F) [REGIONAL SOLID WASTE MANAGEMENT PLANS]			
	542	REGIONAL RESPONSE TEAM ADMINISTRATIVE FILES	6MO		6MO		FILES DOCUMENTING THE PARTICIPATION OF TCEQ REGARDING THE REGIONAL RESPONSE TEAM 6 (RRT6).		A4	
	543	REGULATORY ASSESSMENT FILES	CE+3	10	CE+13		CONTAINS RECORDS ON REGULATORY ASSESSMENT.	99-582-217		
1.1	544	REGULATORY FLEXIBILITY PROGRAM	AC+5		AC+5	A	AC = DATE INCORPORATED IN PERMIT FILE. COPY KEPT IN SBEA POLLUTION PREVENTION FOR 5 YEARS. RECORDS INCLUDE ORDERS, CORRESPONDENCE, REPORTS, AND APPLICATIONS NOT RELATED TO A PERMITTED ENTITY. THIS PROGRAM COVERS DETERMINATIONS FROM DIFFERENT DIVISIONS PROGRAMS.		A4	
4.7.008	545	REMEDICATION CONTRACTS	AC+4	26	AC+30		AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	02-582-273		
	546	REPORTS - ADMINISTRATIVE	1	3	4	E		98-582-159	A4	
1.2.008	547	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD102) - AGENCY COPY	FE+3		FE+3		ORIGINAL RETAINED PERMANENTLY BY TEXAS STATE LIBRARY, STATE AND LOCAL RECORDS MGMT DIVISION.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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			Agency	Storage	Total					
1.1	548	REQUEST FOR COMMENT DATABASE (PERMITS)	AV		AV	R	SUMMARY OF RFC DOCUMENTS. STORED ON SERVER FOR RECOVERY. TAC 382.0518(b)(2).		A4	
1.1	549	REQUEST FOR COMMENTS (RFC)	AV		AV	R	DOCUMENTATION OF RFC'S FOR NSR PERMITS DURING THE EFFECTS EVALUATION. TAC 382.0518(b)(2).		A4	
	550	REQUEST FOR RECORDS - STORAGE CENTERS	AC+5		AC+5		AC = AFTER RECORD IS RETURNED. THESE VARIOUS FORMS ARE USED FOR TRACKING REQUESTS TO AND FROM RECORD STORAGE CENTERS INCLUDING - IRON MOUNTAIN, DARCY, AND THE TEXAS STATE LIBRARY.			
	551	RESOURCE EXCHANGE NETWORK FOR ELIMINATING WASTE - RENEW	AV		AV		HOSTED AND MAINTAINED ON THE EXTERNAL TCEQ WEBPAGE. TRANSITORY INFORMATION USED BY EXTERNAL ENTITIES TO EXCHANGE AVAILABLE RESOURCES.		A4	
	552	RESPONSE TEAM REPORTS	FE+5	7	FE+12		FIELD OPERATIONS HAS SUPPORTING DOCUMENTS FOR CONTRACTS MANAGED BY FINANCIAL ADMINISTRATION. THESE CONTRACTS ARE FOR EMERGENCY RESPONSE SERVICES (ACCIDENTS, SPILL NOTIFICATIONS, ETC). 1 COMPANY HAS 4 REGIONS, 1 OTHER COMPANY FOR 1 REGION.	99-582-210		
4.4.002	553	REVENUE ACCOUNTS RECEIVABLE DEBIT / CREDIT / ADJUSTMENTS	FE+4		FE+4		DOCUMENTS CREDIT MEMOS, DEBIT MEMOS, AND ADJUSTMENT MEMOS WITH BACKUP BY FISCAL YEAR END (8/31/XXXX).			

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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					
4.2.001	554	REVENUE DEPOSIT VOUCHERS	FE+4		FE+4		DEPOSIT VOUCHERS, JOURNAL VOUCHERS, COMPTROLLER VOUCHERS AFFECTING REVENUE, BATCH EDIT (DEPOSIT REPORTS), LOCK BOX VOUCHERS, CREDIT CARD VOUCHERS AND REGION DEPOSITS. DEPOSITS AND JOURNAL VOUCHERS THAT ARE ENTERED INTO USAS AND THE REVENUE SYSTEM BY FISCAL YEAR END (8/31/XXXX).			
4.2.006	555	REVENUE INTERAGENCY TRANSACTION VOUCHERS	FE+4		FE+4		ITV VOUCHERS, INVOICE DOCUMENTS, BATCH REPORTS, DAFE-8190, 8240, SCREEN 86 PRINT W/ SUPPORT DOCUMENTATION. ESSENTIALLY SCREEN DUMPS FOR REVENUE TRACKING AND AUDITING. RECORDS ARE SHREDDED AT THE END OF THE RETENTION PERIOD.			
4.2.002	556	REVENUE RECEIPTS	FE+4		FE+4		CASH RECEIPTS RECEIVED AT THE CASHIERS OFFICE. CASHIERS RECEIPTS AND RECEIPT BOOKS. DOCUMENTS SHREDDED AT THE END OF THE RETENTION PERIOD.			
	557	REVENUE REFUNDS	FE+4		FE+4		REVENUE REFUNDS PROCESSED IN USAS AND THE REVENUE SYSTEM BY THE END OF EVERY FISCAL YEAR (8/31/XXXX).			
4.7.003	558	REVENUE RETURNED CHECKS, WARRANTS, DRAFTS, CREDIT CARDS	AC+3		AC+3		AC = AFTER DEEMED UNCOLLECTIBLE. BEGINS WITH SETTLEMENT OF RETURN ITEM. RETURNED CHECKS, WARRANTS, DRAFTS, CREDIT CARDS, ACH, ETC USED TO PAY FOR PERMITS AND LICENSES, ETC. CHECK RECEIVED IS ENTERED INTO PROPHECY TO USAS TO LOCKBOX.			

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			Agency	Storage	Total	A				
4.6.002	559	REVENUE SUBSIDIARY RECONCILIATIONS	FE+4		FE+4		PETTY CASH AND TRAVEL ADVANCE DOCUMENTS, CHECKS, CHECK STUBS, BANK STATEMENTS AND BANK RECONCILIATIONS ON A MONTHLY BASIS.			
4.5.001	560	REVENUE WORKSHEETS/ RECONCILIATION	FE	4	FE+4		WORKING PAPERS, WORKLOAD MEASURE, FILE LOADS, RECONCILIATION REPORTS, JOURNAL VOUCHERS FROM THE REVENUE SYSTEM - NON UNIFORM STATEWIDE ACCOUNTING SYSTEM (USAS) DOCUMENTS.	93-582-081		
	561	RIO GRANDE WATER MASTER CLOSED DIVERTER ACCOUNTS	PM	PM	PM		RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. BELONGS TO WATER MSTR-REGION 15, HARLINGEN	96-582-150		
	562	RIO GRANDE WATER MASTER COST ASSESSMENT	CE+10		CE+10		COST ANALYSIS SENT TO CENTRAL FILE ROOM FROM CCO. BELONGS TO WATER MSTR-REGION 15, HARLINGEN			
	563	RIO GRANDE WATER MASTER MONTHLY REPORTS	CE+1		CE+1		BELONGS TO WATER MSTR-REGION 15, HARLINGEN. WE KEEP PREVIOUS YEAR PLUS CURRENT YEAR		A4	
	564	RIVER COMPACT COMMISSIONS	PM		PM	A	HISTORICAL DOCUMENTS RELATING TO THE TEXAS RIVER INTERSTATE COMPACTS (CANADIAN, PECOS, RED, RIO GRANDE, AND SABINE RIVERS).			

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			Agency	Storage	Total	E				
1.1.070	565	RULE DEVELOPMENT HISTORY & ANNOTATIONS	PM	PM	PM	E	INCLUDES HEARING INFORMATION, WRITTEN COMMENTS, ORDERS, TRANSCRIPTS AND BOOKS, GUIDELINES, DIRECTIVES, ADMINISTRATIVE RULES, POLICIES OR PROCEDURES ISSUED BY AN AGENCY IN FULFILLING LEGISLATIVE MANDATES OR MISSIONS, AND RESULTS THAT MAY IMPOSE REQUIREMENTS OF HAVE AN EFFECT ON OTHER ENTITIES. SOME RECORDS EXIST IN PAPER FORMAT AT THE TEXAS STATE LIBRARY (TSL) UNDER RMD 106 #93-582-118. RECORDS FROM 1996 FORWARD ALSO EXIST ELECTRONICALLY IN AN ABBREVIATED FORMAT ON THE TCEQ INTRANET (T-NET).	08-582-329		
1.1.070	566	RULE DEVELOPMENT HISTORY & ANNOTATIONS - PAPER RECORDS		50	50	R	INCLUDES HEARING INFORMATION, WRITTEN COMMENTS, TRANSCRIPTS AND BOOKS, GUIDELINES, DIRECTIVES, ADMINISTRATIVE RULES, POLICIES OR PROCEDURES ISSUED BY AN AGENCY IN FULFILLING LEGISLATIVE MANDATES OR MISSIONS. RESULTS MAY IMPOSE REQUIREMENTS OF HAVE AN EFFECT ON OTHER ENTITIES.	93-582-118		
1.1.071	567	RULE PACKAGE AND PERMIT FILES	AC+3		AC+3	E	AC = COMPLETION OR TERMINATION OF PROGRAMS, RULES, POLICIES, PROCEDURES. WORKING FILES.			

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			Agency	Storage	Total	9. Remarks			
5.4.003	568	SAFETY INSPECTIONS	CE+5		CE+5	FOSD -ALL SECTIONS: FISCAL ADMINISTRATIVE & CONTRACT SUPPORT, LABORATORY & QUALITY ASSURANCE, DATA MANAGEMENT & INFORMATION TECHNOLOGY, PROGRAM SUPPORT, DAM SAFETY, AND MOBILE MONITORING & DEPLOYMENT. SECTION MANAGERS MAINTAIN SAFETY RECORDS FOR 5 YRS WITH EMPLOYEE'S TRAINING RECORDS. SAFETY INSPECTIONS NOT INCLUDING MONITORING OR EXPOSURE INFORMATION. FOSD CONTACTS: SHAWN MCKINNEY X3586 & LEE THOMPSON X1434 (LAB & QA), ANDREA HAMILTON X1672 & NELSON CHAFETZ X1788 (DATA MANAGEMENT & INFORMATION TECH), ERIN MCDONALD X1735 (AIR & WASTE), AND VAJI MOHTASHAMI X1186 (MOBILE MONITORING & DEPLOYMENT).			
3.2.004	569	SALARY PAYBACKS / MISCELLANEOUS CLAIMS	2		2	29 CFR 516.6(c). USED TO MAKE INCREASES OR DECREASES TO EMPLOYEE'S GROSS PAY, FICA, AND RETIREMENT OR IN THE COMPUTATION OF TAXES.			

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			Agency	Storage	Total					
	570	SITE ASSISTANCE VISIT RECORDS	AV		AV		RECORDS ARE USED TO TRACK ASSISTANCE PROVIDED TO COMPANIES AND REGULATED ENTITIES IN THE STATE. RECORDS INCLUDE FACILITY CONTACT INFORMATION, REPORTS SENT TO THE FACILITY AND REPORTS RECEIVED FROM THE COMPANY. ANNUAL REPORT THAT COMPILES THE INFORMATION FROM COMPANIES THAT ARE SURVEYED TO IDENTIFY WHAT POLLUTION PREVENTION TECHNIQUE WAS IMPLEMENTED. THE REPORT INCLUDES WHAT TYPE OF POLLUTANT WAS REDUCED AND THE AMOUNT OF MONEY SAVED. REPORTS ARE COMPLETED AT THE END OF THE FISCAL YEAR AND BECOME PART OF THE LBB REPORTS. REPORTS ARE KEPT UNTIL THE COMPANY IS NO LONGER SENT SURVEYS (3 YEAR SURVEY PERIOD) TO IDENTIFY WHAT POLLUTION PREVENTION OPPORTUNITIES THEY HAVE IMPLEMENTED BASED ON THE SITE ASSISTANCE VISIT.		A4	
2.1.002	571	SITE DISCOVERY ELECTRONIC RECORDS	US		US		THE EPA REPOSITORY IS HOUSED IN BLDG. E CENTRAL RECORDS. BLDG. D 200-26 HOUSES ELECTRONIC COPIES OF SOME SITES' REPORTS AND ARCHIVAL REVIEW FILES.			
	572	SITE DISCOVERY FILES - PHOTOGRAPHS AND OVERSIZED DRAWINGS	AC	25	AC+25	A	AC = WHEN RECORDS STORED UNDER AIN 491 ARE MICROFILMED OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-347 09-582-348		

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	9.				
	573	SLUDGE DATABASE - STREGIS	US		US		MUNICIPAL SLUDGE TRANSPORTER REGISTRATION DATABASE. DATA INCLUDES REGISTRATION, REPORT, AND INVOICE INFORMATION.			
	574	SLUDGE TRANSPORTER PROGRAM-GENERAL FILES	CE+5		CE+5		MISCELLANEOUS CORRESPONDENCE AND DOCUMENTS FOR THE SLUDGE TRANSPORTER PROGRAM BY NON REGISTERED ENTITIES.			
	575	SLUDGE TRANSPORTER REGISTRATION AND ANNUAL REPORTS	AC+5		AC+5		AC = SITE INACTIVE, EXPIRED, CANCELLED, NOT RENEWED, OR CEASED OPERATIONS. SLUDGE TRANSPORTER REGISTRATIONS, AMENDMENTS, RENEWAL, CORRESPONDENCE, ANNUAL REPORTS, AND MISC DOCUMENTS. AN ELECTRONIC COPY OF THIS INFORMATION IS STORED IN THE STREGIS DATABASE.			
2.1.002	576	SMALL BUSINESS AND LOCAL GOVERNMENT REQUEST FOR ASSISTANCE	AC		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. DATABASE USED TO TRACK CALLS FROM LOCAL GOVERNMENTS REQUESTING ASSISTANCE WITH ENVIRONMENTAL REGULATIONS. INCLUDES SMALL BUSINESS CONTACT INFORMATION, ISSUES DISCUSSED AND SPECIFIC ANSWERS GIVEN BY STAFF.			

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			Agency	Storage	Total				
1.1.062	577	SOAH HEARING AND PUBLIC MEETING TAPES	AC+10		AC+10	E	AC = DATE OF HEARING. SOAH AND PUBLIC MEETING TAPES AND COMPACTS DISCS (CD) FROM 1996 FORWARD. RECORDS MAINTAINED IN CCO UNTIL CLOSE, THEN TRANSFERRED TO CENTRAL FILE ROOM FOR INCORPORATION WITH THE CORRESPONDING PERMIT FILE.		A4
2.1.009	578	SOFTWARE LICENSE, AGREEMENTS AND DOCUMENTATION	AC+1		AC+1		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.		
2.1.007	579	SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE	AC		AC		AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE ENVIRONMENT WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ. 13 TAC 6.94. APPLICATION SOFTWARE INCLUDING COMMERCIAL, CUSTOMIZED, ETC.		

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			Agency	Storage	Total					
	580	SOIL STORAGE AND TREATMENT FACILITIES	AC	20	AC+20	E	AC = AFTER CLOSED. DOCUMENTS PHYSICAL FEATURES OF FACILITIES AND OWNER BACKGROUND INFORMATION. MAY CONTAIN CONFIDENTIAL INFORMATION.	99-582-231		
1.1.065	581	SOURCE WATER ASSESSMENT AND PROTECTION (SWAP)	PM		PM	R	FILES CONTAIN COPIES OF RECENT COMPREHENSIVE COMPLIANCE INVESTIGATIONS (SANITARY SURVEYS). FILES MAY ALSO CONTAIN ASBESTOS SURVEYS, MAPS CONTAINING LOCATIONS OF PUBLIC DRINKING WATER SOURCES, AND WELL COMPLETION DATA (STATE WELL REPORTS, WELL CONSTRUCTION INFORMATION, GEOLOGIC DESCRIPTIONS, PUMPING TESTS, RAW WATER GEOCHEMISTRY, GEOPHYSICAL LOGS, ETC.).			
	582	SPECIAL COLLECTION ROUTE / ENCLOSED CONTAINER FILES	AC+1		AC+1		AC = TERMINATED, COMPLETED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS. TSR- RECORD SERIES. PERMIT BY RULE FOR A TRANSPORTER SPECIAL COLLECTION ROUTE. TRANSPORTERS USING ENCLOSED CONTAINERS OR ENCLOSED VEHICLES TO COLLECT AND TRANSPORT BRUSH, CONSTRUCTION OR DEMOLITION WASTES, AND RUBBISH TO MSW TYPE IV LANDFILLS. ALSO RENEWALS, UPDATES, GENERAL CORRESPONDENCE AND MISC DOCUMENTS.			
3.4.001	583	SPECIAL LEAVE REQUESTS/WORKERS COMPENSATION/MEDICAL MONITORING RECORDS	AC+3		AC+3		AC = TERMINATION OF EMPLOYMENT. INCLUDES LEAVE REQUESTS SUBMITTED AND LEAVE APPROVALS GIVEN. NUMBER OF HOURS TRANSFERRED IN AND OUT OF SICK LEAVE POOL.			

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

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1.1.065	584	SPECIAL STUDIES - METHODS DEVELOPMENT AND VERIFICATION	AC+5	5	AC+10	AC = METHOD IS NO LONGER UTILIZED. DATA WHICH SUPPORTS METHODS UTILIZED, INITIAL VERIFICATION WORK, AND FOLLOW UP INTERNAL INVESTIGATIONS NOT COVERED IN ANOTHER CATEGORY (SUCH AS MDL'S)	12-582-516	
	585	SPILL REPORTS AND ATTACHMENTS	AC	30	AC+30	AC = AFTER CLOSE. AGENCY RECORDS PRIOR TO 1996 LOCATED AT TEXAS STATE LIBRARY UNDER RMD106# 93-582-091. RECORDS AFTER 1996 ARE INCORPORATED INTO EITHER THE REGULATED FACILITY FILE OR UNDER RECORD SERIES AIN 230 (NON-FACILITY INCIDENTS AND ATTACHMENTS (COMPLAINTS AND SPILL REPORTS) - COUNTY GENERAL).	93-582-091	
	586	STAGE II VAPOR RECOVERY MAIN	US		US	TRACKS OWNERSHIP, STATUS, LOCATION, AND COMPLIANCE ACTIVITIES FOR GASOLINE DISPENSING FACILITIES IN THE TEXAS OZONE NON-ATTAINMENT AREAS.		
1.1.070	587	STANDARD OPERATING PROCEDURES	US+10		US+10	STANDARD OPERATING PROCEDURES (SOP) AND SUPPORTING DOCUMENTATION.		
1.1.061	588	STATE AGENCY COORDINATING COMMITTEE (SACC)	FE+6		FE+6	MEETING MINUTES, DECISIONS, AND RECOMMENDATIONS. AS OF NOVEMBER 2009, TCEQ IS NO LONGER THE CHAIRING AGENCY AND WILL NOT BE THE CREATOR OR OWNER OF FUTURE RECORDS IN THIS RECORD SERIES. THESE RECORDS TO BE TRANSFERRED TO STATE ARCHIVES.		<b>A4</b>

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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				

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3.2.009	589	STATE DEFERRED COMPENSATION RECORDS (457 PLAN)	AC+5		AC+5		AC = ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED. FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE BENEFITS COORDINATOR REFERENCE MANUAL ISSUED BY THE EMPLOYEES RETIREMENT		
1.1.024	590	STATE IMPLEMENTATION PLAN	PM		PM	A	FINAL SIP, SUPPLEMENTS AND APPENDICES. REVISIONS TO THE SIP SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILL ARCHIVAL REQUIREMENT.		
	591	STATE REVOLVING FUND, CLEAN WATER ACT SECTION 208/211	AC+3		AC+3		AC = COMPLETION OF THE LETTERS. STATE REVOLVING FUND COORDINATION/PERMIT REVIEW LETTERS AND SUPPORTING DOCUMENTS/604B.		
	592	STATE SENATE BILL 1126 QUALIFIED FACILITIES DATA	AV		AV		THESE DOCUMENTS ARE TEN YEAR OLD BACT DETERMINATIONS FOR STATE SENATE BILL 1126 INDUSTRIES REVIEWED BY THE CHEMICAL SECTION		
	593	STATIONARY COMPACTOR FILES	AC+1		AC+1		AC = SITE INACTIVE, EXPIRED, CANCELLED, NOT RENEWED, OR CEASED OPERATIONS. FILES. PERMIT BY RULE, RENEWALS, UPDATES AND GENERAL CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS. GENERATOR OPERATING A STATIONARY COMPACTOR TO COMPACT WASTE DISPOSED OF AT TYPE IV LANDFILL.		

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	594	STEERS DATA BASE	US		US		STATE OF TEXAS ENVIRONMENTAL ELECTRONIC REPORTING SYSTEM (STEERS) TRACKS RECORDS AND REPORTS IN DATABASE FOR PROGRAM AREAS: INDUSTRIAL AND HAZARDOUS WASTE REGISTRATIONS, PERMITS AND PETROLEUM STORAGE TANK REGISTRATIONS, AND AIR PERMITS.			
5.1.001	595	STEERS PARTICIPATING AGREEMENTS (SPAS)	AC+10		AC+10		AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS. SPAS WILL BE RETAINED FOR 10 YEARS.			
1.1.067	596	STORAGE TANK CONSTRUCTION NOTIFICATION REPORTS AND ACTIVITY REPORTS	AC	20	AC+20	E	AC = AFTER SITE CLOSURE. CONTAINS UNDERGROUND & ABOVEGROUND STORAGE TANK CONSTRUCTION NOTIFICATION FORMS AND MONTHLY CONSTRUCTION NOTIFICATION REPORTS.	93-582-097		
1.1.055	597	STRATEGIC PLAN	AC+6		AC+6	A	AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. PREPARED IN ACCORDANCE WITH 2056 OF THE GOVERNMENT CODE. COPY RETAINED IN AGENCY LIBRARY. DEPOSITING A COPY OF STRATEGIC PLAN WITH THE STATE PUBLIC ATIONS DEPOSITORY FULFILLS THE ARCHIVAL REQUIREMENT.			
	598	STREAM MONITORING REPORTS	5	5	10		NO NEW RECORDS ARE ADDED TO THIS SERIES. RECORD SERIES WILL REMAIN ON RETENTION SCHEDULE UNTIL RECORDS STORED OFFSITE AT THE TEXAS STATE RECORDS CENTER ARE DISPOSED OF IN 1/2014.	90-582-022		
	599	SUB-METERED/ALLOCATED PROPERTIES	AC	30	AC+30		AC = CLOSE OF FACILITY/PROPERTY. REGISTRATION FORMS AND LIMITED CORRESPONDENCE FOR MULTI UNIT/TENANT PROPERTIES.	04-582-304		

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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. <b>TSLAC ONLY</b> Amend. No.
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4.5.002	600	SUPERFUND FINANCIAL CAPACITY REVIEWS	AC+3	27	AC+30		AC = COMPLETION OF FINANCIAL REVIEW. GOOD FAITH OFFER AND COST RECOVERY FINANCIAL ABILITY REVIEWS.	04-582-312	
4.7.008	601	SUPERFUND LEGAL FILES	AC+30		AC+30		AC = RECORDS GO TO SUPERFUND FOR INCORPORATION WITH SITE FILE.		
2.1.002	602	SUPERFUND POTENTIAL RESPONSIBLE PARTIES DATABASE	AC		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.		
	603	SUPERFUND SITE FILES	PM	PM	PM	A	INCLUDES BOTH FEDERAL AND STATE SUPERFUND SITES, ABANDONED SITES, AND FA DOCUMENTS FROM MULTI-SITE COOPERATIVE AGREEMENTS. RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED OR STORED AT IRON MOUNTAIN DUE TO COST RECOVERY. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	90-582-007 90-582-409	
	604	SUPERFUND SITE FILES - INVESTIGATION PHOTOGRAPHS & OVERSIZED DRAWINGS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 603 ARE MICROFILMED OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	95-582-127	
1.1.067	605	SUPPLEMENTAL ENVIRONMENTAL PROJECT (SEP) FILES	AC+5		AC+5	E	AC = COMPLETED SEP. MAY CONTAIN PRIVILEGED OR CONFIDENTIAL INFORMATION (TIMESHEETS, FINANCIAL, PERSONAL).		

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			Agency	Storage	Total				

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4.5.001	606	SURFACE CASING REVENUE VOUCHER DOCUMENTS	FE+1	3	FE+4		DOCUMENTS FOR E-PAY ONLINE TRANSACTIONS IN THE MSW/SURFACE CASING PROGRAM. INCLUDES SIGN-IN SHEETS FOR CHECKS, RECEIPTS FROM CASHIERS OFFICE, SURFACE CASING PAYMENT SUBMISSION FORMS, AND COPIES OF E-PAY VOUCHERS.	09-582-343	
1.1	607	SURFACE WATER QUALITY MONITORING (SWQM) SPECIAL PROJECT FILES	CE+10		CE+10		SWQM SPECIAL PROJECT FILES INCLUDING HARD COPY DATA REPORTS AND SUMMARY REPORTS. ALL RECORDS ARE MAINTAINED AT OUR WORK LOCATION FOR ACCESSIBILITY.		
5.2.021	608	SURPLUS PROPERTY SALE	FE+3		FE+3		INCLUDES VEHICLES BOATS, TRAILERS, AND MISCELLANEOUS EQUIPMENT.		
2.1.008	609	SYSTEM AND FILE DOCUMENTATION	AC		AC		AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE ENVIRONMENT. 13 TAC 6.94.		
2.1.002	610	TAX RELIEF APPLICATION DATABASE	AC		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. FILES CONTAIN THE ORIGINAL APPLICATIONS CONCERNING THE TAX RELIEF FOR THE POLLUTION CONTROL PROPERTY PROGRAM. THESE FILES ALSO INCLUDE COPIES OF THE FINAL USE DETERMINATION AND ALL CORRESPONDENCE WITH THE APPLICANT.		

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	611	TAX RELIEF APPLICATION FORMS	FE+3		FE+3	FILES CONTAIN THE ORIGINAL APPLICATIONS CONCERNING THE TAX RELIEF FOR THE POLLUTION CONTROL PROPERTY PROGRAM. THE FILES ALSO INCLUDE COPIES OF THE FINAL USE DETERMINATION AND ALL CORRESPONDENCE WITH THE APPLICANT.		
	612	TCEQ AUTOMATED BUDGET SYSTEM (TABS)	FE+3		FE+3	TABS IS USED TO TRACK THE AGENCY'S BUDGET.		
	613	TCEQ FILE REQUEST - PULL AND RETURN CARD	2		2	THIS FORM IS COMPLETED BY CENTRAL FILE ROOM WALK-IN CUSTOMERS. THE FORM IS TRIPLICATE NCR. CARDSTOCK SHEET IS USED IN THE RED OUT CARD PLACED IN LIEU OF PULLED FILES. WHITE AND YELLOW COPY FILED WITH METRICS. REQUESTS ARE ENTERED INTO THE CSD INFORMATION REQUEST DATABASE DAILY. FORM CFR-002		
1.3.001	614	TCEQ PUBLICATIONS	AC+2		AC+2	E AC = UNTIL SUPERSEDED OR OBSOLETE. THIS IS A SERIES CONTAINING A COMPLETE HISTORY OF EVERY PUBLICATION CREATED BY AGENCY COMMUNICATIONS SINCE 1993 INCLUDING AGENCY STUDIES, GENERAL INFORMATION, REGULATORY GUIDANCE DOCUMENTS, PERIODICALS, AND STATE/FEDERAL REPORTS. IT TRACKS EACH PUBLICATION FROM INCEPTION UNTIL THEY ARE TAKEN OUT OF PRINT. CONTAINS THE VARIOUS REVISIONS AND UPDATES TO EACH PUBLICATION AND A WORK ORDER DETAILING HOW THE JOB IS PRODUCED.		

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			Agency	Storage	Total	E				
	615	TELEWORK	AC+1		AC+1		AC = EMPLOYEE NO LONGER PARTICIPATING IN PROGRAM. THIS SERIES INCLUDES TELEWORK, MONTHLY TELEWORK REPORTS, AND TELEWORK DATABASE FOR ALL EMPLOYEES THAT HAVE PARTICIPATED IN THE TELEWORK PROGRAM.			
	616	TEMPORARY WATER RIGHTS	AC+1		AC+1		AC = EXPIRED. CONTAINS TEMPORARY WATER RIGHTS ASSIGNED BY THE REGIONS, WATERMASTERS, AND CENTRAL OFFICE.			
3.3.011	617	TERMINATED EMPLOYEE FILES	AC	75	AC+75		AC = AFTER TERMINATION OR RETIREMENT, TRANSFERRED TO EMPLOYEE FILES (FORMER). RECORDS TRANSFERRED FROM AIN 251. REMAIN IN PAPER FOR 1 YEAR AND THEN TRANSFERRED TO MICROFILM. ORIGINAL FILM STORED AT THE TSL, DUPLICATE STORED AT TCEQ HUMAN RESOURCES DIVISION.	93-582-113 07-582-317		
	618	TEXAS AIR MONITORING INFORMATION SYSTEM (TAMIS)	CE+30		CE+30		TAMIS IS DESIGNED TO HOLD ALL TEXAS AIR QUALITY DATA COLLECTED OR HOSTED BY THE TCEQ.			
	619	TEXAS ALTERNATIVE FUEL FLEET		5	5	E	INFORMATION ON DRAFT/ORIGINAL RULE. PUBLIC HEARINGS, COMMENT LETTERS. THE TEXAS ALTERNATIVE FUEL FLEET PROGRAM WAS REPEALED ON APRIL 26, 2006. NO ADDITIONAL RECORDS WILL BE ADDED. THE TCEQ HAS CLOSED THE RECORDS AND IS RETAINING THEM FOR 5 YEARS.	98-582-177	<b>A4</b>	

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**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
4 Records Series Item No.	5 Agency Item No.	6 Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.	
			Agency	Storage	Total	A				
	620	TEXAS CLEAN SCHOOL BUS GRANT PROGRAM	AC+2	3	AC+5		AC = EXPIRATION OF CONTRACT. THE TEXAS CLEAN SCHOOL BUS GRANT PROGRAM UTILIZES APPLICATIONS TO APPLY FOR GRANT FUNDING. IN ADDITION, THE PROGRAM WILL HAVE CONTRACT AGREEMENTS WITH EACH RECIPIENT OF THE GRANT FUNDS. THE TERMS AND CONDITIONS OF THE CONTRACT REQUIRE THAT THE RECIPIENT ANNUALLY CERTIFY THAT THE DEVICE PURCHASED BY THE GRANT IS IN USE. THIS CERTIFICATION IS REQUIRED FOR 5 YEARS FROM THE EFFECTIVE DATE OF THE CONTRACT. THE CONTRACT FILES WILL NEED TO BE RETAINED FOR UP TO 8 YEARS AFTER THE EFFECTIVE DATE OF THE CONTRACT FOR COMPLIANCE TRACKING PURPOSES.	09-582-337		
	621	TEXAS DAM SAFETY, CONSTRUCTION PLANS AND SPECIFICATIONS	PM		PM	A	CONSTRUCTION PLANS AND SPECIFICATIONS, REPORTS, AND CORRESPONDENCE			
	622	TEXAS DAM SAFETY, CORRESPONDENCE AND REPORTS	PM		PM	A	REPORTS AND CORRESPONDENCE			
	623	TEXAS DAM SAFETY, EMERGENCY ACTION PLANS	PM		PM	A	EMERGENCY ACTION PLANS (EAPS) INCLUDE FOR NOTIFICATION AND OPERATION DURING A POTENTIAL EMERGENCY AT A DAM. THE INDIVIDUAL PLAN INCLUDES MAPS AND ARE OFTEN IN EITHER BINDERS OR AS BOUND DOCUMENTS.			

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2. Agency Code <b>582</b>		3. Agency Name <b>TEXAS COMMISSION ON ENVIRONMENTAL QUALITY</b>								
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			Agency	Storage	Total					
	624	TEXAS DAM SAFETY, SECURITY OF DAMS FILES	PM		PM	A	THE FILES INCLUDE INFORMATION ON SECURITY OF PARTICULAR DAMS. THE FILES INCLUDE MAPS, CONSTRUCTION PLANS, AND ARE OFTEN IN EITHER BINDERS OR AS BOUND DOCUMENTS. SEVERAL OF THE FILES ARE MARKED FOR OFFICAL USE ONLY.			
	625	TEXAS EMISSIONS REDUCTION PROGRAM (TERP) CONTRACT	AC		AC		AC = END OF ACTIVITY/LIFE OF ASSET PURCHASED. THE APPROVED TERPS CONTRACT IS MAINTAINED IN THE SUPPORT SERVICES DIVISION. FOR DOCUMENTATION RELATING TO THE TERPS CONTRACT AND MONITORING REPORTS.			
	626	TEXAS EMISSIONS REDUCTION PROGRAM (TERP) GRANT APPLICATIONS	AC	10	AC+10		AC = END OF ACTIVITY/LIFE OF ASSET PURCHASED. THE APPLICATION (IN TRIPLICATE) CONSISTS OF 3 FILES. A REVIEWERS DOCUMENT AND BACKUP. THE MASTER FILE CONTAINS THE APPLICATION UNTIL THE CONTRACT IS PREPARED. ALSO CONTAINS USAGE AND MONITORING INFORMATION.	07-582-318		
	627	TEXAS INTEGRATED REPORT FOR CLEAN WATER ACT SECTIONS 305(B) AND 303(D) (INTEGRATED REPORT)	CE+10		CE+10		TEXAS WATER QUALITY INVENTORY (TWQI) - DOCUMENTATION, BRIEFING DOCUMENTS, ETC.			
3.1.026	628	TEXAS LAW ENFORCEMENT TELECOMMUNICATION (TLETS) - QUERY LOGS	AC+3		AC+3		AC = CUMULATIVE DOCUMENTATION OF TLETS QUERIES PERFORMED; CONTAINS CONFIDENTIAL INFORMATION			

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			Agency	Storage	Total					
1.1.027	629	TEXAS LEGISLATIVE SESSION - PROPOSED LEGISLATION FILES	US		US		TEXAS LEGISLATIVE SESSION - PROPOSED LEGISLATION FILES INCLUDES CORRESPONDENCE, BILL REVIEWS, CONTACTS, REPORTS, FISCAL REVIEWS AND PROPOSED LEGISLATION.			
1.1.020	630	TEXAS PUBLIC INFORMATION ACT REQUEST (APPROVED) (NOT EXEMPTED)	AC+2		AC+2		AC = DATE REQUEST FULFILLED.			
1.1.021	631	TEXAS PUBLIC INFORMATION ACT REQUEST (DENIED) (EXEMPTED)	AC+2		AC+2		AC = DATE OF DENIAL OF REQUEST.			
1.1.020	632	TEXAS PUBLIC INFORMATION ACT REQUESTS - PERSONNEL	AC+3		AC+3		AC = INFORMATION PROVIDED TO THE REQUESTOR.		A4	
1.1.065	633	TEXAS RISK REDUCTION PROGRAM	US		US		DOCUMENTS AND SPREADSHEETS. CALCULATIONS AND TOXICITY CLEANUP VALUES USED IN TRRP 359.73-74, INCLUDES RISK REDUCTION RULE (RRR) TABLES.			
1.1.070	634	TEXAS RISK REDUCTION PROGRAM GUIDANCE	AC+3		AC+3	R	AC = COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. FORMS DOCUMENTATION ON TCEQ CHAPTER 350 RULE AND FORMS DEVELOPMENT.			

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			Agency	Storage	Total					
	635	TEXAS SMALL PUBLIC WATER SYSTEM TRAINING PROGRAM (TSPWSTP)	AC+6		AC+6		AC - SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (ITEM #4.7.008). WATER SYSTEM AND OPERATOR ENROLLMENT FORMS, AUDIT FORMS, REDEEMED VOUCHERS, CDS, DVDS, TRAINING MANUALS, PROGRAM START-UP ADMINISTRATIVE FILES. TEXAS SMALL PUBLIC WATER SYSTEM TRAINING PROGRAM IS A PROGRAM FUNDED BY AN EPA EXPENSE REIMBURSEMENT GRANT WHICH WAS AUTHORIZED BY THE SAFE DRINKING WATER ACT FOR THE PURPOSE OF TRAINING SMALL PUBLIC WATER SYSTEM OPERATORS. THESE RECORDS MUST BE RETAINED FOR THREE (3) YEARS MINIMUM. RETENTION PERIOD STARTS ON THE DAY THE GRANTEE SUBMITS THE FINAL FFR. FEDERAL GRANT #998400			
3.2.007	636	TEXAS WORKFORCE COMMISSION (TWC) UNEMPLOYMENT COMPENSATION	AC+5		AC+5		AC = TERMINATION OF EMPLOYEE. TEXAS WORKFORCE COMMISSION RETAINS MASTER COPY OF UNEMPLOYMENT COMPENSATION.			
3.4.006	637	TIME SHEETS	FE	4	FE+4		40 TAC 815.106(i).	96-582-140		
	638	TOTAL MAXIMUM DAILY LOAD	PM		PM		CONTAINS TMDL DOCUMENTS, IP DOCUMENTS, QAPP, DELIVERABLES, PUBLIC PARTICIPATION, AND EPA/TCEQ CORRESPONDENCE.			
	639	TOXIC CHEMICAL RELEASE INVENTORY REPORTING FORMS (EPA)	CE+1	2	CE+3		RECORDS ARE HELD IN PROGRAM AREA FOR 1 CALENDAR YEAR THEN SENT TO TSL FOR 2 ADDITIONAL YEARS.	93-582-084		

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			Agency	Storage	Total					
	640	TRACS DATA - INDUSTRIAL HAZARDOUS WASTE REGISTRATION ELECTRONIC FILES	US		US		THIS DATABASE TRACKS THE DATA RECEIVED FOR REGISTERED INDUSTRIAL AND HAZARDOUS WASTE (IHW) FACILITIES AND REPORTING FOR GENERATORS, TRANSPORTERS, ONE TIME SHIPMENT REQUESTS, AND TSDF WASTE RECEIVERS.			
1.1.043	641	TRAINING COURSE INFORMATION AND MATERIALS	US+4		US+4					
1.1.043	642	TRAINING LIBRARY OF REFERENCE MATERIAL	US+1		US+1				A4	
3.1.027	643	TRAINING REGISTRATION LOG	AC+5		AC+5		AC = TERMINATION OF EMPLOYMENT. INCLUDES EMPLOYEE TRAINING HISTORY.			
1.1.057	644	TRANSITORY E-MAIL TAPES	AC		AC		AC = PURPOSE HAS BEEN FULFILLED.		A4	
4.2.007	645	TRAVEL VOUCHERS	FE	7	FE+7		TRAVEL BUSINESS EXPENSE CLAIMS OF EMPLOYEES INCLUDING RECEIPTS & TRAVEL DOCUMENTATION. PAYMENT PROCESSING FOR DIRECTOR BILLED TRAVEL VENDORS, AIRFARE, RENTAL CAR AND HOTELS. DOCUMENTS ARE SCANNED AT NEUBUS.	91-582-038		
1.1.007	646	UNDERGROUND INJECTION CONTROL CLASS III - SODIUM SULFATE MINING	AC	20	AC+20	E	AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT. THESE ARE UIC CLASS III SODIUM SULFATE/SODIUM SULFATE MINING, PROGRAM FILE GENERAL, SUPPORTIVE DOCUMENTS, CORRESPONDENCE AND OVERSIZED DOCS, MAPS, ETC.	00-582-242		

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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					
1.1.007	647	UNDERGROUND INJECTION CONTROL (UIC) - CLASS I - WASTE DISPOSAL WELL FILES	AC	20	AC+20	A	AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT. THESE ARE UIC CLASS I WASTE DISPOSAL WELL (WDW) FILES.	90-582-005 10-582-438 09-582-344	A4	
	648	UNDERGROUND INJECTION CONTROL CLASS I - WASTE DISPOSAL WELL FILES OVERSIZED DOCS, LOGS, MAPS & PHOTOS, ETC.	AC	20	AC+20	A	AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT. THESE ARE UIC CLASS I WASTE DISPOSAL WELL (WDW) FILES.	92-582-073 10-582-439	A4	
1.1.007	649	UNDERGROUND INJECTION CONTROL CLASS III - SULFUR SOLUTION MINING	AC	20	AC+20	E	AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT. SULFUR SOLUTION MINING SUPPORTING DOCUMENTS AND CORRESPONDENCE.	00-582-243 10-582-483		
	650	UNDERGROUND INJECTION CONTROL CLASS III - URANIUM SOLUTION MINING	PM	PM	PM	A	THESE CLASS III URANIUM SOLUTION MINING RECORDS SOMEWHAT COINCIDE WITH THE URANIUM TECHNICAL ASSESSMENTS SECTION PROGRAM RECORDS.	96-582-145 09-582-407		
	651	UNDERGROUND INJECTION CONTROL CLASS III - URANIUM SOLUTION MINING, MAPS, PHOTOS, AND LOGS	CE	50	CE+50	A	THESE CLASS III URANIUM SOLUTION MINING RECORDS SOMEWHAT COINCIDE WITH THE URANIUM TECHNICAL ASSESSMENTS SECTION PROGRAM RECORDS.	92-582-074		
	652	UNDERGROUND INJECTION CONTROL CLASS IV - INJECTION WELLS	AC	15	AC+15	E	AC = CLOSE THE AUTHORIZATION	10-582-431		
	653	UNDERGROUND INJECTION CONTROL CLASS V INJECTION WELLS	AC	15	AC+15	E	AC = CLOSE THE AUTHORIZATION	04-582-306	A4	

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	654	UNDERGROUND INJECTION CONTROL CLASS V INJECTION WELLS - OVERSIZED DOCS, MAPS, PHOTOS, ETC	AC	15	AC+15	E	AC = CLOSE THE AUTHORIZATION	04-582-305 10-582-430	A4
	655	UNDERGROUND INJECTION CONTROL PROGRAM APPROVALS	AC	20	AC+20	R	AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT	09-582-379	
	657	URANIUM RECOVERY AND RECLAMATION LICENSES	PM		PM		SOME OF THESE LICENSES INCLUDE NUMBERS R01431, R01634, R02402, R02538, R03024, R03626, R03653, R05360, R6046, R06062, R06063, R06065, AND R06065.		
	658	URANIUM RECOVERY AND RECLAMATION LICENSES - CONFIDENTIAL	PM		PM		SOME OF THESE LICENSES INCLUDE NUMBERS R01431, R01634, R02402, R02538, R03024, R03626, R03653, R05360, R6046, R06062, R06063, R06065, AND R06065.		
	659	USED OIL AND USED OIL FILTER COLLECTION CENTERS	AC	20	AC+20		AC = TERMINATED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, OR PHYSICALLY CLOSED AFTER INSPECTION BY FIELD OFFICE. COLLECTION CENTER REGISTRATIONS, ANNUAL REPORTS, CORRESPONDENCE, LETTERS, AND NOV'S.	11-582-504	
1.1.067	660	USED OIL HANDLER AND USED OIL FILTER HANDLER REGISTRATIONS AND REPORTS	AC	20	AC+20	E	AC = TERMINATED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, OR PHYSICALLY CLOSED AFTER INSPECTION BY FIELD OFFICE. REGISTRATION, ANNUAL AND BIENNIAL REPORTS, CORRESPONDENCE, NOV'S FOR USED OIL AND FILTER HANDLERS.	11-582-503	
1.1.067	661	USED OIL PROGRAM - GENERAL FILE	CE+10		CE+10	E	NON-REGISTERED FACILITIES' MISCELLANEOUS CORRESPONDENCE AND DOCUMENTS		

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	662	UTILITY DISTRICTS ELECTRONIC RECORDS	US		US		DISTRICT AUDITS RECEIVED AS AN ACROBAT .PDF		
	663	UTILITY DOCKETS WITH AND WITHOUT CCN NUMBERS	AC+2	8	AC+10		AC = AFTER FINAL ORDER DATE. CONTAINS APPEALS, INQUIRIES, COMPLAINTS AGAINST UTILITIES OR OTHER CASES (DOCKETS) RELATED TO ENTITIES IN AGENCY FOR ACTION, MAY OR MAY NOT HAVE A CCN.	90-582-012	
5.6.007	664	VEHICLE TITLES AND REGISTRATIONS	LA		LA		VEHICLES ARE ASSIGNED TO ORGANIZATIONAL UNITS WHERE THE RESPONSIBILITY, RECORDING, AND FINANCING GOES THROUGH NORMAL CHANNELS IN THE UNIT. BUDGETS AND OPERATIONAL COSTS ARE HANDLED IN FISCAL MANAGEMENT.		
2.1.002	665	VOLUNTARY CLEANUP PROGRAM DATABASE	AC		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. TRACKS ACTIVITIES ASSOCIATED WITH THE VCP, INCLUDING FEES, CONTRACTORS, CONTAMINANTS, CLEANUP STANDARDS, ETC.		
	666	VOLUNTARY COMPLIANCE ASSISTANCE TO REGULATED ENTITIES	FE		FE		THESE RECORDS DOCUMENT WORK PERFORMED AND ENVIROMENTORS ASSIGNED TO REGULATED ENTITIES. ALSO INCLUDE WHEN ASSISTANCE FROM THE ENVIROMENTORS TO RECIPIENT CEASES, PROJECT SUMMARY, WAIVERS, AND REQUEST FOR MATCH.		

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

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		VOLUNTARY POLLUTION CLEANUP PROJECT FILES	PM	PM	PM	A	RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	08-582-336 09-582-349	A4
	667								
		VOLUNTARY POLLUTION CLEANUP PROJECT FILES - OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 667 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-350 09-582-351	A4
	668								
3.2.005	669	W-4 FORMS	AC+4		AC+4		AC = UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE. 26 CFR 31.6001-1 (e)(2). EMPLOYER'S COPY OF 'EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE.		
3.2.006	670	WAGE RATE TABLES	2		2		29 CFR 516.6(a) (2). RECORD COPY MAINTAINED BY COMPTROLLER'S OFFICE. USPS = UNIFORM STATE-WIDE PAYROLL SYSTEM.		
		WASTE REDUCTION POLICY ACT ANNUAL PROGRESS REPORT	CE+5		CE+5	A	ANNUAL PROGRESS REPORTS USED TO RECORD PROGRESS OF FACILITY POLLUTION PREVENTION ACTIVITIES & SUBMITTED ANNUALLY. RECORDS ARE KEPT BY PROGRAM FOR 5 YEARS. 30 TAC 335 SUBCHAPTER Q.		
	671								
		WASTE REDUCTION POLICY ACT POLLUTION PREVENTION PLANNING EXECUTIVE SUMMARIES	AC+2		AC+2	E	AC = THE END OF 5-YEAR PLAN PERIOD. FACILITIES ARE REQUIRED TO PREPARE A 5-YEAR POLLUTION PREVENTION PLAN PER 30 TAC 335 SUBCHAPTER Q. EXECUTIVE SUMMARIES ARE USED TO PROVIDE ASSISTANCE TO THE FACILITIES IN POLLUTION PREVENTION AND ARE SUBMITTED WITH AN ORIGINAL SIGNATURE.		
	672								

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1.1.065	673	WASTE TIRE NOTIFICATIONS AND REGISTRATIONS & REPORTS	AC	20	AC+20	AC = CANCELLED REGISTRATION. INCLUDES RECORDS OF REPORTS AND REGISTRATIONS OF WASTE TIRE ENERGY RECOVERY FACILITIES, GENERATORS TRANSPORTERS, SCRAP, TIRE FACILITIES, STORAGE FACILITIES, AND LAND RECLAMATION PROJECTS USING TIRES.	00-582-246	
	674	WASTEWATER AND STORM WATER DISCHARGE FROM QUARRIES IN THE JOHN GRAVES SCENIC RIVERWAY GENERAL PERMIT TXG500000 AND AUTHORIZATIONS UNDER THIS PERMIT	PM	PM	PM	A GENERAL PERMIT TO AUTHORIZE DISCHARGES OF PROCESS WASTEWATER, MINE DEWATERING, STORM WATER ASSOCIATED WITH INDUSTRIAL ACTIVITIES, CONSTRUCTION STORM WATER, AND CERTAIN NON-STORM WATER DISCHARGES FROM QUARRIES LOCATED GREATER THAN ONE MILE FROM A WATER BODY WITHIN A WATER QUALITY PROTECTION AREA OF THE JOHN GRAVES SCENIC RIVERWAY WITHIN THE STATE OF TEXAS.	10-582-452	
	675	WATER AVAILABILITY MODELS	AC+2	18	AC+20	AC = WHEN PROJECT COMPLETE. THE 75TH LEGISLATURE, SENATE BILL 1, MANDATED THE TCEQ CREATE WATER AVAILABILITY MODELS FOR THE 23 MAJOR RIVER BASINS IN THE STATE. THESE MODELS ARE TO BE USED TO DETERMINE THE RELIABILITY OF EXISTING WATER RIGHTS AND TO DETERMINE THE AMOUNT OF WATER THAT MAY BE AVAILABLE FOR NEW APPROPRIATION.	09-582-388	

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			Agency	Storage	Total	9. Remarks				
1.1.024	676	WATER CONSERVATION & DROUGHT MANAGEMENT PLAN	AC+3		AC+3					
1.1.002	677	WATER DISTRICTS AUDITS	2	5	7			90-582-033		
	678	WATER DISTRICTS - BOND	AC+2	16	AC+18	A		90-582-034 95-582-136 95-582-137		

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	679	WATER QUALITY MANAGEMENT PLAN	PM	PM	PM	A	THE WATER QUALITY MANAGEMENT PLAN (WQMP) IS A STATE WASTE TREATMENT MANAGEMENT PLAN. THE CLEAN WATER ACT MANDATES THAT THE WQMP BE UPDATED AS NEEDED TO FILL INFORMATION GAPS AND REVISE EARLIER CERTIFIED AND APPROVED PLANS. ANY UPDATES TO THE PLAN NEED INVOLVE ONLY THE ELEMENTS OF THE PLAN THAT REQUIRE MODIFICATION. THE ORIGINAL PLAN AND ITS SUBSEQUENT UPDATES ARE COLLECTIVELY REFERRED TO AS THE STATE OF TEXAS WATER QUALITY MANAGEMENT PLAN. CONTAINS WQMP UPDATE CERTIFICATIONS APPROVED BY THE TCEQ EXECUTIVE DIRECTOR AND EPA. RECORDS PERTAIN TO WATER QUALITY PLANNING RELATING TO WASTEWATER PERMITS FOR THE STATE OF TEXAS. PUBLISHED COPIES ARE KEPT IN THE WATER QUALITY DIVISION LIBRARY, TCEQ LIBRARY AND THE WATER QUALITY PLANNING DIVISION.	10-582-473	
1.1.024	680	WATER QUALITY MANAGEMENT REPORTS	CE+20		CE+20	A	WATER QUALITY MANAGEMENT PLAN SECTION 205J CLEAN WATER ACT. SUPPORTS PERMITTING AND WATER QUALITY PLAN, NPS ANNUAL REPORTS AND MANAGEMENT PROGRAM.		
	681	WATER QUALITY PLANNING CONTRACTS	AC+4		AC+4	E	AC = TERMINATION OR EXPIRATION. INCLUDES CLEAN WATER ACT NON POINT SOURCE MANAGEMENT PROGRAM PROJECT FILES, DOCUMENTS SECTION 319 (H), AND WATER QUALITY PLANNING PROGRAMS AND PROJECT FILES SECTION 604 (B).		A4

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	682	WATER QUALITY PLANNING STANDARDS PROGRAM RECORDS	AV		AV		INCLUDES CLEAN WATER ACT NON POINT SOURCE MANAGEMENT PROGRAM PROJECT FILES. ALSO DOCUMENTS SECTION 319 (H) AND WATER QUALITY PLANNING PROGRAMS AND PROJECT FILES SECTION 604 (B). MAY ALSO INCLUDE CLEAN WATER ACT SECTION 106 CONTRACTS.		
	683	WATER QUALITY PROTECTION ZONE FILES	10		10				
1.1.067	684	WATER QUALITY SPECIAL STUDIES	PM	PM	PM	A	CONTAINS RWA STUDIES (RECEIVING WATER ASSESSMENT), VARIANCES, WER (WATER EFFECT RATIO), AND STREAM ASSESSMENTS. BASED ON THESE STUDIES TPDES PERMIT REQUIREMENTS ARE RECOMMENDED AND PERMITS ARE ISSUED. RECORDS ARE RETAINED AND MUST BE AVAILABLE FOR FUTURE EVALUATIONS. RECORDS ARE STORED IN WQA SECTION.	10-582-474	
	685	WATER QUALITY UNPERMITTED GENERAL CORRESPONDENCE BY COUNTY AND DATE	5	15	20		CONTAINS DOCUMENTS RELATED TO UNPERMITTED WATER QUALITY PROGRAMS. FILED BY COUNTY AND DATE. OLDER RECORDS WERE MICROFILMED AND WILL BE STORED UNDER 106 # 09-582-356	09-582-356 12-582-517	
	686	WATER QUALITY UNPERMITTED GENERAL CORRESPONDENCE BY NAME AND DATE	5	15	20		CONTAINS DOCUMENTS RELATED TO UNPERMITTED WATER QUALITY PROGRAMS. FILED BY NAME AND DATE.	10-582-461	
	687	WATER RATE CASES	AC+2	18	AC+20	E	AC = AFTER FINAL ORDER DATE. APPLICATION AND SUPPORTING DOCUMENTATION FOR WATER AND SEWER UTILITY RATE CHANGES.	93-582-109	

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	688	WATER RATE SECTION MAPS	US		US		DIGITIZED MAPS AND MYLAR MAPS SHOWING OFFICIAL CCN SERVICE AREAS FOR WATER AND SEWER UTILITIES ARE MAINTAINED IN PROGRAM AREA.		
	689	WATER RIGHTS - CANCELED, DENIED, DISMISSED, ABANDONED OR UNNUMBERED	AC	9	AC+9	A	AC = FINAL ACTION COMPLETED. WATER RIGHTS - CANCELED, DENIED, DISMISSED, ABANDONED OR UNNUMBERED CONSISTS OF DOCUMENTS SUCH AS MAP'S, DEEDS AND CORRESPONDENCE.	93-582-086	
	690	WATER RIGHTS ADJUDICATION AMENDMENTS	PM		PM	A	DOCUMENTS AMENDING ADJUDICATED WATER RIGHTS.		
	691	WATER RIGHTS APPLICATIONS OVERSIZED DOCS, MAPS, AND PHOTOS	AC	30	AC+30	A	AC = WHEN RECORDS STORED UNDER AIN 694 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	09-582-355 09-582-412	
4.7	692	WATER RIGHTS CLAIMS	PM	PM	PM	R	CLAIMS FILMED AFTER ADJUDICATION COMPLETED. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	90-582-006 09-582-354	
	693	WATER RIGHTS HYDROLOGY ANALYSIS	AC+2	18	AC+20		AC = WATER RIGHTS APPLICATION IS EITHER GRANTED AND THE WATER AVAILABILITY MODEL IS UPDATED WITH THE GRANTED VERSION OF THE WATER RIGHT OR THE APPLICATION IS DENIED. DOCUMENTS USED AS BASIS FOR DECISION ON WATER RIGHTS.	02-582-287	

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	694	WATER RIGHTS PERMIT APPLICATIONS	PM	PM	PM	A	PERMITS TO APPROPRIATE STATE WATER. CONTAINS CANCELLED, DENIED, IN STREAM USE REVIEW, REPORTS, MAPS, CORRESPONDENCE. DISMISSED / WITHDRAWN, AND RETURNED APPLICATIONS. RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL FILM STORED AT TEXAS STATE LIBRARY, DUPLICATE FILM IN CENTRAL FILE ROOM.	90-582-003 09-582-411 10-582-444	
5.1.001	695	WATER SUPPLY CONTRACTS	AC+4		AC+4		AC = CERTIFICATION AND DATA ENTRY COMPLETED. WATER SUPPLY CONTRACTS AND CORRESPONDENCE DOCUMENTS FILED WITH THE COMMISSION TO DIVERT STATE WATER FOR MANAGEMENT OF STATE SURFACE WATER RESOURCES.		
	696	WATER TREATMENT PLANT SLUDGE OR DOMESTIC SEPTAGE BENEFICIAL LAND USE REGISTRATION	PM	PM	PM		PER TAC 30 CHAPTER 312 - SLUDGE DISPOSAL & TRANSPORTATION. REGISTRATION ISSUED TO ANY PERSON DEALING WITH WATER TREATMENT PLANT SLUDGE OR SEPTAGE INCLUDING THE PERSONS WHO APPLY THE SEWAGE TO THE LAND. INCLUDES DOMESTIC SEPTAGE 710XXX, CLASS A NOTIFICATION AUTHORIZATION - MARKETING AND DISTRIBUTION 720XXX, AND MUNICIPAL WATER TREATMENT PLANT 730XXX.	10-582-448	
	697	WATER UTILITIES	FE+2	2	FE+4		INVESTIGATIONS, WRITTEN COMPLAINTS, AND RESPONSES.	91-582-043	

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1.1.058	698	WATER UTILITY OPERATOR LICENSING ADVISORY COMMITTEE (WUOLAC) MEETING AND MINUTES, AGENDAS, RECOMMENDATIONS	PM	PM	A	ADVISORY COUNCIL AGENDAS, MINUTES, AND COMMISSIONERS RESOLUTIONS REGARDING THE ADVISORY COMMITTEE		
	699	WATER WELL DATA (REPORTS, LOGS, AND MAPS)		50	50	A	THE RECORD SERIES IS ORGANIZED ALPHABETICALLY BY COUNTY, AND EACH COUNTY HAS MULTIPLE FOLDERS.	11-582-499
	700	WATER WELL DATA (REPORTS, LOGS, AND MAPS) - CONFIDENTIAL		50	50	A	EXCEPT FOR THE TN FOLDER, THE CONFIDENTIAL RECORD SERIES IS ORGANIZED ALPHABETICALLY BY COUNTY, AND EACH COUNTY HAS MULTIPLE FOLDERS.	11-582-500
	701	WATERMASTER ADVISORY DOCUMENTATION	PM		PM		WATERMASTER ADVISORY DOCUMENTATION	
	702	WATERMASTER BUDGET	FE+3		FE+3		WATERMASTER BUDGET AND PURCHASING DOCUMENTS	
	703	WATERMASTER COMPLAINTS AND INQUIRIES	AC+2		AC+2		AC = FINAL DISPOSITION OF COMPLAINT. COMPLAINTS AND/OR INQUIRIES IN THE JURISDICTION OF THE SOUTH TEXAS WATERMASTER PROGRAM.	
	704	WATERMASTER CONTRACTS	AC+4		AC+4		AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO IT TERMS. WATERMASTER CONTRACTS BETWEEN WATER RIGHT HOLDERS AND DIVERTERS LEASING WATER	A4
	705	WATERMASTER DEPUTY WEEKLY LOGS AND MONTHLY REPORTS	FE+2		FE+2		WATERMASTER DEPUTY LOGS AND MONTHLY REPORTS	
	706	WATERMASTER NOTICES OF VIOLATION	AC+1		AC+1		AC = DATE OF NOTICE. WATERMASTER NOTICES OF VIOLATION (NOV) IN THE JURISDICTION OF THE SOUTH TEXAS WATERMASTER PROGRAM.	

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	707	WATERMASTER TEMPORARY PERMITS	FE+4		FE+4		WATERMASTER TEMPORARY PERMITS ISSUED		
	708	WATERMASTER WATER RIGHTS ASSESSMENT BILLINGS	PM		PM		ANNUAL ASSESSMENT CHARGE FOR PARTICULAR WATER RIGHT PERMIT.		
	709	WATERMASTER WATER USE REPORTS	PM		PM		ANNUAL REPORT STATING HOW MUCH WATER WAS DIVERTED DURING THE PREVIOUS CALENDAR YEAR FOR A PARTICULAR WATER RIGHT PERMIT.		
	710	WATERMASTERS NOTICE OF VIOLATION / NOTICE OF ENFORCEMENT (NOV / NOE)	AC+5		AC+5		AC = DATE OF THE NOTICE.		
1.1.069	711	WEEKLY REPORTS	1		1		WEEKLY REPORTS TO THE DIVISION DIRECTOR.		
	712	ENFORCEMENT CASE	AC	30	AC+30	R	AC = WHEN CASE CLOSED.	93-582-082	
	713	CONSTRUCTION GENERAL PERMIT TXR150000 FOR STORM WATER OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	AC	30	AC+30	R	AC = WHEN RECORDS STORED UNDER AIN 238 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	10-582-422 10-582-423	
3.1.023	714	FUNCTIONAL JOB DESCRIPTIONS (FJD)	AC+4		AC+4		AC = UNTIL SUPERSEDED OR JOB ELIMINATED. 40 TAC 815.106 (i).		

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