



May 12, 2015

Mr. Martin Brown
Records Management Coordinator
Department of Motor Vehicles
4000 Jackson Avenue
Austin, TX 78731

RE: Agency records retention schedule approved for use

State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

Dear Mr. Brown:

Your agency's records retention schedule is approved for use as of May 11, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **May 2020**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Erica Wilson, at 512-463-6627 or ewilson@tsl.texas.gov.

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Whitney Brewster

R01.608/608

608 EW



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 608
Agency Name Texas Department of Motor Vehicles

(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 Martin L. Brown

Name *(Print or type)* Martin L. Brown
Date February 3, 2015

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 E. Huidobro
Name *(Print or type)* _____
Date 05-11-2015

Cert/Recert No. 3 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 608		3. Agency Name Texas Department of Motor Vehicles							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

REFERENCES TO THE RECORDS RETENTION SCHEDULE IN ANY INTERNAL TXDMV RECORDS MANAGEMENT DOCUMENTATION (TRANSMITTALS, DESTRUCTION LOGS, ETC.) SHOULD CITE AGENCY ITEM NUMBERS, WHICH REFER TO SPECIFIC TXDMV RECORDS SERIES.

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 COMPLETION OF THE ACTION AND THE RESOLUTION OF ALL ISSUES THAT ARISE FROM IT.

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



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				Agency	Storage	Total	9. Remarks			

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Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
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	CAD	COMMON ADMINISTRATIVE RECORDS					
1.1	CAD01	Committees/Task Forces: Records related to internal agency committees, task forces, work groups, teams etc.	AV		AV	Many committees are ongoing.	
1.1	CAD02	Internal Agency Training Materials: Instructional materials usually developed at the agency or division level by or for TxDMV for internal staff. Includes presentation materials, handouts, job aids, etc.	US+2		US+2	See CAD20 for materials related to training of entities or individuals the agency regulates or serves.	
1.1	CAD03	Investigations: Official reports and supporting documentation related to special investigations.	AC+3		AC+3	AC = Completion and issuance of final written report to appropriate recipients. Access subject to public information requests. Working papers and draft reports confidential per Government Code, §552.116. See also HRD20 (<i>Workers Compensation Claim Files</i>) and FAS60 (<i>Incident Reports</i>).	

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1.1	CAD04	Project Files. Information or data collected and used for the completion of agency projects. Includes project materials not necessarily used in the final deliverable or report, such as meeting minutes, schedules, statistics, correspondence, email, drafts, reference material, etc. Individual phases of a project that have assigned deliverables or end points may be assigned retention periods according to phase end-date.	AC+4		AC+4	AC=end of specific phase (such as publication of a document) under the umbrella of a larger project, or end of entire project. CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See especially CAD23 (<i>Performance Measures Documentation</i>). Also does not include policy or rule development (for which CAD29 and CAD30 should be used), working papers for proposed legislation (CAD16), or documents deemed proprietary by a vendor.		
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1.1	CAD05	Records Related to Meetings, Conferences, and Observances: Announcements, meeting arrangements, programs, committees for associations, internal agency, and affiliated organizations, dedications, memorials, anniversaries, retirements, etc. Does not include records related to department-led educational events.	1		1				
1.1	CAD06	Reference Files: General information used to perform agency work that does not belong to any other record series listed on this schedule, maintained if considered necessary for future use. May include information such as handouts obtained at meetings, educational events, or conferences as well as published articles of general interest to staff. Records may include selected documents or parts of original records retained by offices beyond minimum retention requirements. Does not include staff meeting notes.	AV		AV		AV determined by individual staff. May be treated as transitory information, with disposition not required to be recorded in agency disposition log.		

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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. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.002	CAD07	Audits: Localized audits and reviews performed within the agency. Does not include specialized audits described elsewhere in this schedule that are performed by the TxDMV Office of Internal Audit.	AC+7		AC+7	AC = Publication or release of final audit findings. Audit working papers and draft reports confidential per Government Code, §552.116.		
1.1.006	CAD08	Complaint Records: Complaints received from the public concerning the agency and records pertaining to the resolution of the complaint.	AC+2		AC+2	AC = Final disposition of complaint. Individual offices are responsible for files related to their operations. CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of OGC09 (<i>Litigation Files</i>).		

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			Agency	Storage	Total			

1.1.007	CAD09	<p>Correspondence - Administrative: Incoming/outgoing and internal correspondence in any media pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.</p>	4		4	R	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors, and program heads require archival review. The State Archives currently cannot accept electronic records. Offices must either retain electronic records subject to State Archives review indefinitely or print them out for submission to the State Archives before destroying the electronic record. At end of retention, contact agency records management officer for assistance.</p> <p>CAUTION: This record series and CAD10 should be used only for correspondence that is not included in or directly related to another record series in this schedule. For example, a memorandum or email message with content relating to an appropriations request must be retained for the minimum period prescribed for that record series. Records may be managed on CE or FE basis.</p>		
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Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total					
1.1.008	CAD10	Correspondence - General: Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2		See remarks to CAD09. May be managed on CE or FE basis.			
1.1.010	CAD11	Directives: Any document that officially initiates, rescinds, or amends general office procedures.	US+1		US+1		See also CAD45 (<i>Office Procedures</i>).			

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			Agency	Storage	Total				

1.1.013	CAD12	Calendars, Appointment and Itinerary Records: Appointment books or programs and scheduling or itinerary records purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE+1		CE+1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of executive staff, board or commission members, division directors, and program heads require archival review. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review. CAUTION: A record of this type purchased with personal funds but used by a state official or employee to document work activities may be a state record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Attorney General.		
1.1.019	CAD13	Public Relations Records: News, press releases, or any public relations files maintained or issued by individual department offices. Includes print, electronic, audio, and audiovisual records.	2		2	R	<i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review. See Government and Strategic Communications section for statewide public relations records.		

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



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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				

1.1.023	CAD14	Organization Charts.	US	US	A	If department or unit charts simply list positions or names of staff of the divisions included in the overall agency chart, those are not archival. Archival requirement applies if department or division charts show programs or functions that are not evident in the overall agency chart.		
1.1.024	CAD15	Plans and Planning Records: Plans and records relating to the process of planning new or redefined programs, services, or projects of TxDMV that are not included in or directly related to other records series in this schedule.	AC+3	AC+3	R	AC = Decision made to implement or not to implement result of planning process. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review. ARCHIVES NOTE: Data processing planning records are not archival. Planning records for routine internal operations are not archival.		

<p><i>Retention Codes (Field 7)</i></p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p> <p>CE – Calendar Year End FE – Fiscal Year End</p>	<p><i>Archival Codes (Field 8)</i></p> <p>A – Transfer to State Archives R – Review by State Archivist</p>
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1.1.027	CAD16	Proposed Legislation Files: Fiscal notes and related correspondence for bills affecting the agency and/or affected subdivisions during the legislative session, proposed legislation drafts, correspondence, impact statements, action plans, and similar documents.	AV		AV		See also Government and Strategic Communications section for related legislative issues files. Action plans may become part of other plans.		
1.1.038	CAD17	Customer Surveys: Surveys returned by the customers or clients of the agency, and the statistical data maintained rating an agency's performance.	AC		AC		AC = Final disposition of summary report. See CAD26 (<i>Reports and Studies (Non-Fiscal)</i>) for summary reports compiled from customer surveys.		
1.1.040	CAD18	Speeches, Papers, and Presentations: Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	R	AC = End of term in office or termination of service in a state position. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
1.1.041	CAD19	Suggestion System Records: Suggestions submitted by agency personnel and responses.	1		1				

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Archival Codes (Field 8)

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



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1.1.043	CAD20	Training Materials: Instructional materials developed by the department for training entities or individuals it regulates or serves. Includes all materials for presentations and seminars, such as speaker information and needs, correspondence, confirmations, follow-ups, thank you letters, overviews, agenda, location, maps, tracking, overview, flyers, set of handouts, reservation lists, training evaluations, and summary reports.	US + 1		US + 1	See also CAD02 for internal agency training materials.		

<p><i>Retention Codes (Field 7)</i></p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p>	<p><i>Archival Codes (Field 8)</i></p> <p>A – Transfer to State Archives R – Review by State Archivist</p>
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			Agency	Storage	Total			

1.1.057	CAD21	<p>Transitory Information: Records of temporary usefulness that are not an integral part of a TxDMV records series, that are not regularly filed within any TxDMV record keeping system, and that are required only for a limited period of time for the completion of an action.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Transitory information can be in any medium (voice mail, fax, e-mail, hard copy, etc.) and includes, but is not limited to, routine messages; fax transmittal verification printouts; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation of a specific agency transaction.</p>	AC		AC	<p>AC = Purpose of the record has been fulfilled.</p> <p>CAUTION: Record owners must make certain that these records are not part of another record series listed in this schedule or part of a TxDMV records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.</p> <p>The disposal of transitory information need not be documented through destruction authorizations or in records destruction logs.</p>		
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1.1.063	CAD22	Staff Meeting Minutes and Notes: Minutes or notes and supporting documentation taken at internal agency staff meetings.	1		1			
1.1.064	CAD23	Performance Measures Documentation: Any records needed for the documentation of output, outcome, efficiency, and explanatory measures in the agency appropriations request or strategic plan, and for performance measures used to manage the agency.	FE+3		FE+3	CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.065	CAD24	Reports and Studies (Non-Fiscal)-Raw Data: Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See especially CAD23 (<i>Performance Measures Documentation</i>).		

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1.1.066	CAD25	Reports - Biennial or Annual Agency (Narrative): Biennial narrative reports to the governor and legislature as required by the agency's enabling statutes, including annual narrative reports, if they are required by statute.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. ARCHIVES NOTE: Archival requirement met by sending required copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.067	CAD26	Reports and Studies (Non-Fiscal): Annual, sub-annual, or special reports or studies on non-fiscal aspects of TxDMV programs, services, or projects, compiled by agency personnel, by advisory committees, or by consultants under contract that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R	Retain raw data and working papers only as long as administratively valuable. <i>Do not destroy these records locally.</i> Forward one copy of completed report or study upon issuance or publication to the agency records management officer for State Archives review. ARCHIVES NOTE: Internal reports related to routine agency operations are not archival.		

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				

1.1.068	CAD27	Reports on Performance Measures: Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices. Item includes reports which may be produced by individual divisions or offices or for specific programs or projects.	AC+6		AC+6	AC = September 1 of odd-numbered calendar years.		
1.1.069	CAD28	Reports - Activity: Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1	May be managed on AC, CE, or FE basis. CAUTION: See CAD23 (<i>Performance Measures Documentation</i>).		
1.1.070	CAD29	Agency Rules, Policies, and Procedures - Final: Policies, Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out rules, policies, and procedures that govern TxDMV programs, services, or projects. Includes working files used in the development of policies and procedures.	AC+3		AC+3	R AC = Completion or termination of program, rules, policies or procedures. See also CAD30. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.071	CAD30	Agency Rules, Policies, and Procedures - Working Files: Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out rules, policies, and procedures that govern an agency's programs, services, or projects.	AC+3		AC+3	R	AC = Completion or termination of program, rules, policies or procedures. See also CAD29. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
1.1.073	CAD31	Administrative Hearings: Transcripts and final decisions of hearings conducted as part of the regulatory process and hearings on proposed rules and changes. The records may be retained with related information including meeting notices, proofs of publication, and meeting minutes.	AC+3		AC+3	R	AC = Last action. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				
1.1.074	CAD32	Sunset Review and Documentation: Correspondence and files related to Sunset Review of the agency, including documentation prepared by the subdivisions of the agency.	AC+3		AC+3	R	AC = After the subsequent Sunset Review. See also GSC03 for item related to agency report. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
1.1.075	CAD33	Alternative Dispute Resolutions—Final Agreement: Final agreement described by Government Code §2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which TxDMV personnel participate as a party on the agency's behalf.	AC+4		AC+4		AC = Date of final agreement. Texas Civil Practices and Remedies Code, §154.071.		
1.2.003	CAD34	Forms History File: Print masters of original version and all subsequent revisions to TxDMV forms, including any associated design or design modification requests.	AC+1		AC+1		AC = Discontinuance of use of form. Files retained by office of primary responsibility (OPR) for individual forms.		
1.2.012	CAD35	Records Inventory Worksheets.	US		US				

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US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code	608	3. Agency Name	Texas Department of Motor Vehicles		
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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. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.2.013	CAD36	Records Control Locator Aids: Office file plans, indexes for records, card files, shelf lists, claims registers, guides, etc.	AC		AC	AC = When updated, revised, or no longer needed. CAUTION: These records must carry the same retention period and archival code of the records they support.		
1.2.014	CAD37	Records Management Plans: Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US+1		US+1			
1.3	CAD38	Internal Newsletters and Publications.	AV		AV			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



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Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				
1.3.001	CAD39	State Publications: One copy of each state publication, as defined in 13 TAC §3, except a publication that is subject to a different retention period in this schedule. For example, a Board meeting agenda (see OGC10) also meets the definition, but it must be retained permanently; items FAS01 (<i>Legislative Appropriations Requests</i>), EDO03 (<i>Strategic Plans</i>), CAD25 (<i>Biennial or Annual Agency Reports</i>), CAD27 (<i>Reports on Performance Measures</i>), and FAS28 (<i>Annual Financial Reports</i>), which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC+2		AC+2		AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program by law (Government Code §441.101 <i>et seq.</i>). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §3.1-3.16).		

Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles								
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					

1.3.002	CAD40	Publications Development Files: Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R	Requirement does not apply to drafts of text, production paste-ups or production materials for routinely distributed publications or brochures. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
3.4.007	CAD41	Vacation and Sick Leave Requests: Requests may include supporting documentation pertaining to reason for leave request.	FE+3		FE+3				
5.1.004	CAD42	Mail and Telecommunications Listings/Rosters: Address/telephone numbers, mailing/document distribution lists, contact persons, projects/operations/activities, parking assignments/logs, listings of tasks, codes, assets, etc.	US		US				
5.1.010	CAD43	Licenses and Permits - Non-Vehicle: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC+2		AC+2		AC = Expiration of license or permit.		

Retention Codes (Field 7)

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MO – Months

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US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				

5.1.012	CAD44	Charge Schedules/Price Lists: Schedules of prices charged by the agency for services to the public or other agencies, including any documentation used to determine the charges.	US+3		US+3				
5.1.014	CAD45	Office Procedures: Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US+1		US+1		See also CAD11 (<i>Directives</i>).		
5.1.015	CAD46	Correspondence Tracking Records: Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1				
5.2.006	CAD47	Property Destruction, Certificates of.	FE+3		FE+3				
5.2.010	CAD48	Equipment Manuals: Operating information.	LA		LA				

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.5	CAD49	Log Books: Logs containing information related to operations and/or projects, including long distance telephone/fax logs, etc.	AC+1		AC+1	AC = Date of last entry.		
	EDO	OFFICE OF EXECUTIVE DIRECTOR						
1.1	EDO01	Memoranda of Agreement (MOA) / Memoranda of Understanding (MOU): MOAs, MOUs, and related documentation.	AC+4		AC+4	AC = Expiration or termination of the instrument according to its terms.		
1.1.011	EDO02	Executive Orders: Any document that initiates, rescinds, or amends a regulation, policy or procedure that governs the programs, services, or projects of an agency.	US+3		US+3	A		
1.1.055	EDO03	Strategic Plans: Includes operational strategic plans prepared in accordance with Texas Government Code §2054.095 and §2056.002.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
	OCR	OFFICE OF CIVIL RIGHTS						

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				

1.1.056	OCR01	ADA (Americans with Disabilities Act) Documentation: Records/documentation related to self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3		3		28 CFR §35.105(c).		
1.1.070	OCR02	EEO Policy: Documentation related to the agency's EEO program, policy, procedures, and agency EEO updates.	AC+3		AC+3	R	AC = Completion or termination (replacement/revision) of policy or procedure.		
3.3.001	OCR03	Affirmative Action Plan Files: Affirmative action plans for both regular employees and apprenticeship programs.	5		5		29 CFR §30.8(e) for apprenticeship plans.		
3.3.022	OCR04	Texas Workforce Commission (TWC) Reports: Reports to the agency from TWC or its predecessor pertaining to employees.	3		3				
3.3.031	OCR05	EEO Reports and Supporting Documentation: Includes documentation used to complete EEO reports.	3		3		29 CFR §1602.32, §1602.39, §1602.41, §1602.48, and §1602.50.		
	FAS	FINANCE AND ADMINISTRATIVE SERVICES DIVISION & COMMON FINANCIAL/SUPPORT SERVICES RECORDS							

Retention Codes (Field 7)

AC – After Closed, Terminated, Completed, Expired, Settled
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Archival Codes (Field 8)

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



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles								
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					
1.1.004	FAS01	Legislative Appropriation Requests: Includes any supporting documentation created and/or used to justify and support legislative appropriations requests by the agency.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.			
1.1.053	FAS02	Visitor Registration Reports.	AC		AC		AC = Quarterly submission to Texas Ethics Commission. Recommend TxDMV locations retain copies for 3 years. See also FAS67 (<i>Building Security Records</i>).			
1.2.005	FAS03	Records Retention Schedule (SLR 105) Agency Copy: Includes documentation of certification and approval - forms SLR 105C and/or other forms designated by the State Records Administrator.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.			

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.2.006	FAS04	Records Transmittal Forms: Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC+2		AC+2	AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		
1.2.010	FAS05	Records Disposition Logs: Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	FE+10		FE+10	Annual records destruction files retained as log of records disposition.		
3.2.001	FAS06	Employee Deduction Authorizations: Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC+4		AC+4	AC = After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner. Employee Retirement System office of record for authorizations for retirement service purchase.		

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

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Form SLR 105C must accompany this form.

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2. Agency Code	608	3. Agency Name	Texas Department of Motor Vehicles		
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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				

3.2.003	FAS07	Federal Tax Records: Includes 1099, W-2, FICA, and other tax records.	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).		
3.2.004	FAS08	Income Adjustment Authorizations: Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2	29 CFR §516.6(c).		
3.2.005	FAS09	W-4 Forms: Employer's copy of "Employee's Withholding Exemption Certificate."	AC+4		AC+4	AC = Until superseded, obsolete, or upon separation of employee. 26 CFR §31.6001-1(e) (2).		
3.2.008	FAS10	Direct Deposit Application/ Authorizations.	US		US			
3.2.009	FAS11	State Deferred Compensation Records: Report of employee contributions.	AC+5		AC+5	AC = All accounts with vendor or vendors for the individual participant have been closed or account fully distributed.		

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

SLR 105

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.023	FAS12	Reimbursable Activities, Requests and Authorizations to Engage in: Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE+3		FE+3				
3.4.001	FAS13	Accumulated Leave Adjustment Requests: Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE+3		FE+3				
3.4.003	FAS14	Less Than Full-Time Worked Reports: Dates and hours.	4		4		40 TAC §815.106(i).		
3.4.006	FAS15	Employee Time Sheets.	FE+4		FE+4		40 TAC §815.106(i).		
4.1.001	FAS16	Accounts Payable Information.	FE+3		FE+3				

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Archival Codes (Field 8)

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
4.1.002	FAS17	Billing Detail: Billing statements supporting detail and documentation.	FE+3		FE+3		CAUTION: Does not include long distance telephone billing detail. See ITS24 (<i>Billing Detail – Telecommunications (Other than TEX-AN)</i>), ITS25 (<i>Billing Detail – Telecommunications (TEX-AN)</i>), and ITS26 (<i>Disputed Call Documentation</i>).			
4.1.007	FAS18	Transfers or Budget Revisions: Transfers or adjustments to budgets.	FE+3		FE+3					
4.2.002	FAS19	Cash Receipts/Accounts Receivable Records: Cash deposits, including electronic fund transfers, transmittal documentation, revenue accounting journals and registers, direct deposit records, daily deposit transactions.	FE+3		FE+3					
4.2.005	FAS20	Purchase Orders: Routine purchases other than those related to a term-of-contract purchase, including records relating to production, job, labor, quotes, pricing, specifications, etc.	FE+3		FE+3		Note: Order, acknowledgments, shipping tickets, and packing lists may be retained only as long as needed for verification.			

Retention Codes (Field 7)

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Archival Codes (Field 8)

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Form SLR 105C must accompany this form.

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				
4.2.005	FAS21	Contract Purchase Orders: Purchase orders based on term-of-contract (TOC) completion (i.e., purchase of services), including records relating to production, job, labor, quotes, pricing, specifications, etc.	AC+4		AC+4		AC = Termination or completion of the contract according to its terms.		
4.2.006	FAS22	General Journal Vouchers.	FE+3		FE+3				
4.2.007	FAS23	Expenditure Vouchers: Travel, payroll, purchase, etc.	FE+3		FE+3				
4.3.003	FAS24	Expenditures Journals or Registers.	FE+3		FE+3				
4.4.001	FAS25	General and Subsidiary Ledgers: Includes A/P, A/R, and other ledgers.	FE+3		FE+3				
4.4.002	FAS26	Accounts Receivable Ledgers.	FE+3		FE+3				
4.4.003	FAS27	Accounts Payable Ledgers.	FE+3		FE+3				
4.5.003	FAS28	Annual Financial Reports: Required by the General Appropriations Act.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. Archival requirement met by sending required copies to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
4.5.006	FAS29	Annual Operating Budgets: Required by General Appropriations Act.	FE+3		FE+3				

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Archival Codes (Field 8)

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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			Agency	Storage	Total				

4.6	FAS30	Accounting Files: Local office accounting records, ledgers, registers, statements, account adjustment documentation, petty cash and similar internal accounting records.	FE+3		FE+3				
4.6	FAS31	Internal Control Records: Balancing, reconciliations, cash counts.	FE+3		FE+3				
4.7	FAS32	Credit/Payment Card Records: Applications and issuance, etc. for internal department and external customer accounts.	AC+3		AC+3		AC = Cancellation of credit card/account.		
4.7.001	FAS33	Accounting Policies and Procedures Manual(s).	US+3		US+3				
4.7.003	FAS34	Returned Checks/Warrants/Drafts (Uncollectable).	AC+3		AC+3		AC = After deemed uncollectable.		
4.7.004	FAS35	Capital Asset Records.	LA+3		LA+3				
4.7.005	FAS36	Claim Files: Documentation, work orders, and records of payment related to claims.	AC+3		AC+3		AC = Final resolution of claim.		
4.7.007	FAS37	Detail Chart of Accounts: Chart of Detail Accounts for all accounts used in a fiscal year.	FE+3		FE+3				

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PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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Records Retention Schedule

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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles							
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				
4.7.008	FAS38	Federal Grant Records.	AC+3		AC+3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		
4.7.012	FAS39	Signature Authorizations: Signature cards, CAPPs security records, and confidential treatment of Information-acknowledgements (CTIA).	US+ FE+3		US+ FE+3				
5.1.001	FAS40	Contracts and Leases: Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC+4		AC+4		AC = Expiration or termination of the instrument according to its terms. See FAS43 for contract logs.		

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



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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				

5.1.005	FAS41	Postage Records: Records and reports of postage expenses, including postal meter usage.	FE+3	FE+3				
5.1.013	FAS42	Insurance Policies: Includes policies for buildings, facilities, equipment, vehicles, etc.	AC+4	AC+4		AC = Expiration or termination of the policy according to its terms.		
5.1.017	FAS43	Contract Logs: Lists of TxDMV contracts, leases, and agreements, including general obligation, land lease, utilities, and construction contracts.	FE+3	FE+3				
5.2	FAS44	Major Equipment Purchase Order Files.	LA+3	LA+3				
5.2	FAS45	Equipment Receipt: Forms acknowledging employee receipt of and responsibility for items of state property.	US+1	US+1		Forms may include multiple items, which may be returned at different intervals. NOTE: Form to be retained FE+3 with other related records if an item of equipment is reported lost or stolen or if the employee is required to reimburse the department for expenses related to the equipment.		

<p>Retention Codes (<i>Field 7</i>)</p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p> <p>CE – Calendar Year End FE – Fiscal Year End</p>	<p>Archival Codes (<i>Field 8</i>)</p> <p>A – Transfer to State Archives R – Review by State Archivist</p> <p>LA – Life of Asset MO – Months</p> <p>PM – Permanent US – Until Superseded</p>
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			Agency	Storage	Total				
5.2	FAS46	Allocation Records: Including inventory additions, adjustments, transfers, deletions, allocation requests and invoices, reconciliations, and annual inventory report submitted to State Comptroller.	FE+3		FE+3				
5.2	FAS47	Property Disposition Documentation: Correspondence and/or forms authorizing removal of items destroyed by fire, flood, storm, or missing/stolen items from inventory, and forms authorizing dismantling.	FE+3		FE+3				
5.2	FAS48	Non-Vehicular Preventive Maintenance Records: Routine preventive maintenance files, logs, etc.	AV		AV		CAUTION: Status reports, summaries, problem records may be required to substantiate trustworthiness and accuracy of electronically stored records as evidence.		
5.2.004	FAS49	Building Space Requests.	1		1				
5.2.007	FAS50	Equipment Damage Reports: Reports of damage to state property, trouble logs, etc.	FE+3		FE+3				

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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. TSLAC ONLY Amend. No.
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5.2.008	FAS51	Equipment History File; Equipment Service Agreements: Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA+3		LA+3			
5.2.011	FAS52	Equipment Warranties.	AC+1		AC+1	AC = Expiration of warranty.		
5.2.014	FAS53	Annual Inventory Certification: Property, equipment, supply verification.	FE+3		FE+3			
5.2.017	FAS54	Missing, Lost, Stolen, Damaged Property Reports.	FE+3		FE+3			
5.2.019	FAS55	Service Orders: Agency copy of forms completed by service personnel for installations or repairs. Includes billing code, service, labor, parts and remarks.	1		1	Files may be maintained on CE, FE, or as-completed basis.		
5.2.027	FAS56	Space Utilization Reports.	AV		AV			

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			Agency	Storage	Total					
5.3.007	FAS57	Bid Documentation: Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulations/evaluations.	FE+3		FE+3		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See also FAS40 (<i>Contracts and Leases</i>).			
5.3.008	FAS58	Purchasing Logs: Log, register, etc. providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3					
5.3.009	FAS59	Requests for Information: Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.			
5.4	FAS60	Incident reports: Reports containing information on fact and circumstances of employee accidents, identification of drivers and vehicles involved (where applicable), etc.	FE+10		FE+10					

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			Agency	Storage	Total				

5.4.002	FAS61	Evacuation Plans, Emergency Procedures.	US		US				
5.4.003	FAS62	Inspection Records: Safety inspection records for workplace facilities/ equipment, including fire protection systems and equipment. May also include safety procedures and periodic procedural inspections and reviews.	AC+3		AC+3		AC = Inspection or date of the correction of the deficiency, if the inspection report reveals a deficiency.		
5.4.007	FAS63	Hazardous Materials Training Records: Records of training given employees in an agency's hazard communication program.	5		5		Texas Health and Safety Code, §502.009(g).		
5.4.008	FAS64	Hazard Communication Plans.	US+5		US+5		Texas Health and Safety Code, §502.009(g).		
5.4.009	FAS65	Workplace Chemical Lists.	30		30		Texas Health and Safety Code, §502.005(d).		
5.4.010	FAS66	Material Safety Data Sheets (Current and Obsolete).	AC		AC		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		
5.4.011	FAS67	Building Security Records: Building entry logs/sign-in sheets.	3		3		NOTE: Copies of Visitors Registration forms may be used to meet this requirement. See also FAS02 (<i>Visitor Registration Reports</i>).		

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			Agency	Storage	Total				

5.6	FAS68	Vehicle Records: Copies of purchase documentation, certificates of title, registration receipts, periodic and major inspection records, maintenance and repair orders.	LA+3		LA+3				
5.6.005	FAS69	Vehicle Utilization Forms.	FE+3		FE+3				
	OGC	OFFICE OF GENERAL COUNSEL & COMMON LEGAL RECORDS							
1.1	OGC01	Bankruptcy Notices.	AC+1		AC+1		AC = Date of last notice.		
1.1	OGC02	Legal Research and Reference Files.	AV		AV				
1.1	OGC03	Public Information Requests: Includes all correspondence and documentation relating to requests for records that are furnished to the public and/or exempted under the Public Information Act (Chapter 552, Government Code).	AC+2		AC+2		AC = Date request fulfilled or notification of exemption.		
1.1	OGC04	Signature Authorizations: Records establishing authority of agency employees to initiate, authorize, or approve specific agency operations.	US+ FE+3		US+ FE+3		See FAS39 for records relating to signature authority for <i>fiscal</i> transactions.		

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			Agency	Storage	Total				

1.1	OGC05	Subpoenas.	AC+2		AC+2	AC = Document(s) provided to requestor.		
1.1	OGC06	Trademarks: Application, certification, and supporting records.	AV		AV			
1.1.014	OGC07	Legal Opinions and Advice: Legal memoranda and correspondence from the Attorney General (AG) and/or agency legal counsel, including any requests eliciting the opinions.	AV		AV	R Attorney General's copy retained permanently. Some correspondence may be confidential pending issuance of AG opinion. Forward to the agency records management officer for State Archives review when no longer of administrative value. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. See OGC09 (<i>Litigation Files</i>).		
1.1.026	OGC08	Texas Register Submissions: Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the <i>Texas Register</i> .	AC+1		AC+1	AC = Date of publication in <i>Texas Register</i> . See CAD29 for minimum retention requirements related to agency rules.		

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			Agency	Storage	Total				

1.1.048	OGC09	Litigation Files: Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC+1		AC+1	R	AC = As applicable, decision of the agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.		
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1.1.058	OGC10	Board Agendas and Minutes: Official agendas, registrations, docket sheets, transcripts, and minutes of Board meetings.	PM		PM	A	Agency retains permanent record copy. Submission of copies to Legislative Reference Library required. Archival requirement met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. NOTE: References to "Board" in this item, as well as in OGC11, OGC12, OGC13, and OGC14, are inclusive of both the Texas Department of Motor Vehicles Board and the Automobile Burglary and Theft Prevention Authority Board. CAUTION: This record series and OGC11, OGC12, OGC13, and OGC14 must be used for those state boards, committees, commissions, and councils which, by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.		
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1.1.059	OGC11	Meetings, Certified Agendas, or Tape Recordings of Closed: Certified agendas or tape recordings of closed Board meetings.	AC+2		AC+2	AC = Date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, §551.104(a). See caution comment at OGC10.		
1.1.060	OGC12	Meetings, Audio or Videotapes of Open: Audio or videotapes of open Board meetings.	AC+2		AC+2	AC = Official Board approval of written minutes of meeting. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media and will not be retained in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. See caution comment at OGC10.		
1.1.061	OGC13	Meetings - Notes: Notes taken during open Board meetings from which written minutes are prepared.	AC+90 days		AC+90 days	AC = Official Board approval of written minutes of meeting. See caution comment at OGC10.		

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1.1.062	OGC14	Meetings - Supporting Documentation: Documents submitted at Board meetings, including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	A	See caution comment at OGC10.		
1.1.072	OGC15	Public Information Reports: Reports made to the Office of Attorney General on the agency's Public Information Act activities.	2		2				
	GSC	GOVERNMENT AND STRATEGIC COMMUNICATIONS DIVISION							
1.1	GSC01	Implementation Files: Documents, reports, and action plans related to the implementation of enacted legislation.	CE+5		CE+5				
1.1	GSC02	Legislative Files: Documentation related to enacted legislation affecting the department.	CE+6		CE+6		Retention based on Legislative cycle. Information may be required over several biennia. See CAD16 (<i>Proposed Legislation Files</i>) for retention requirements related to proposed legislation.		

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1.1	GSC03	TxDMV Historical Information: Records containing certain information maintained for future reference that may be useful for development of publications, programs, anniversary celebrations, or other use.	AC	10	AC+10	R	AC = Creation of agency (11-02-2009). <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
1.1.019	GSC04	News Releases and Media Advisories.	AC		AC	R	AC = 2 years or when no longer administratively valuable. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
1.1.067	GSC05	Strategic Communication Plan (SCP): Documents, surveys, and other related files related to the SCP report.	10		10	R	<i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		
1.1.074	GSC06	Sunset Review: Agency Sunset Review report.	AC+3		AC+3	R	AC = After the subsequent Sunset Review. <i>Do not destroy these records locally.</i> Forward to agency records management officer for State Archives review.		

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1.3	GSC07	Public Information Products: Publications, special reports, educational materials related to specific programs, awards, fact sheets, speech materials and campaigns.	AC+5		AC+5	R	AC = Date item is no longer available for distribution or, for serial items, (e.g., newsletters, periodic reports), from the date of release of the next part of the series. See CAD39 (<i>State Publications</i>) for requirements related to state publications. Copies to be deposited with Publications Clearinghouse per Texas Government Code, §441.101, as applicable. Special reports subject to State Archives review before destruction. See Remarks at CAD26 (<i>Reports and Studies</i>). Delivered speeches retained per CAD13 (<i>Public Relations Records</i>).		
2.2	GSC08	Web Development Files: Records related to TxDMV web site design.	AV		AV				
	HRD	HUMAN RESOURCES DIVISION & COMMON PERSONNEL RECORDS							

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3.1	HRD01	Employee Personnel Records: Includes, but is not limited to, applications for employment, transcripts, certificates, licenses, personal data, personnel action forms, public access option forms, correspondence, training, awards and recognitions, resignations, policy acknowledgement forms, job descriptions, personnel corrective action documentation, and personnel disciplinary action documentation.	AC+5		AC+5	AC = Employee termination.		
3.1.006	HRD02	Employee Counseling Records: Notes, memoranda, or reports relating to the counseling of an employee for work-related or personal problems. Maintained at the supervisor level.	AC+3		AC+3	AC = Termination of counseling.		

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3.1.011	HRD03	Employee Insurance Records: Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC	AC = Until superseded, date of expiration or date of termination of employment. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for FAS06 (<i>Employee Deduction Authorizations</i>).				
3.1.014	HRD04	Employment Selection Records Applications for employment of non-hired applicants, interview questions asked of applicants, internal or external announcements or advertisements of job openings, job simulations, notes taken as part of interviewing process, applicant scoring and ranking documents, reference checks, letters of selection justification and hiring recommendation, and all other documents relating to the selection process.	AC+2		AC+2	AC = Position filled. 29 CFR §1602.31. CAUTION: Does not include criminal history checks. See HRD07.				

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3.1.018	HRD05	Workplace Concern Reports: Records related to employee concerns or complaints and measures taken to address them.	AC+2		AC+2	AC = Final decision on the concern or completion of mediation action plan. CAUTION: Does not include formal complaints filed by an agency employee with the EEO office of the Department of Labor. See OGC09 (<i>Litigation Files</i>). Compare to CAD08 (<i>Complaint Records</i>).		
3.1.019	HRD06	Performance Appraisals.	2		2	29 CFR §1620.32(c).		
3.1.026	HRD07	Criminal History Checks: Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS) or other approved reporting source.	AC		AC	AC = Criminal history has served the immediate purpose for which it was obtained. See Subchapter F, §411, Government Code.		
3.1.027	HRD08	Training and Educational Achievement Records (Individual): Includes records relating to course completion, tuition assistance program participation, etc.	AC+5		AC+5	AC = Termination of employment.		

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



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2. Agency Code 608		3. Agency Name Texas Department of Motor Vehicles								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.1.029	HRD09	Employment Eligibility, Documentation or Verification of: Federal reporting form (INS I-9) and screen captures from U.S. Department of Homeland Security E-Verify system.	AC+1		AC+1	AC = Termination of employment. CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever is later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period. 8 CFR §274a.2(b)(2)(i)(A) and (c)(2).				
3.1.034	HRD10	Resumes – Unsolicited: Retention period applies if TxDMV replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		AV	See HRD04 (<i>Employee Selection Records</i>) for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.				
3.2.007	HRD11	Unemployment Compensation Records.	AC+5		AC+5	AC = Receipt of form.				

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
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			Agency	Storage	Total					

3.3.004	HRD12	Benefit Plans - Uniform Group Insurance Files: Documentation related to insurance carriers for the department, evidence of insurability, insurance forms.	US+1		US+1	29 CFR §1627.3(b)(2).		
3.3.011	HRD13	Former Employee Verification File: Including employee name, social security number, dates of employment, last known address and most recent public access option form.	AC+75		AC+75	AC = Termination of employment. Social security number confidential. Personal information may be confidential per employee request.		
3.3.015	HRD14	Position/Job Classification Review File: Records related to review and monitoring of job classifications within the agency.	US+3		US+3			
3.3.020	HRD15	Work Schedules/Assignments: Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1			
3.3.024	HRD16	Personnel Policies and Procedures: Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of the agency.	US+3		US+3			

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

3.3.026	HRD17	Agency Staffing Reports: Any reports compiled by the agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within the organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US+3		US+3			
3.3.030	HRD18	Training Administration Records: Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern the agency's programs, services, or projects.	US+2		US+2	CAUTION: Does not include hazardous materials training records. See FAS63.		
3.4.002	HRD19	Employee Leave Files: Requests, documentation and reports related to employee leave status, extended sick leave, contributions/withdrawals to sick leave pool, emergency leave, family medical leave, etc.	FE+3		FE+3			

Retention Codes (Field 7)

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 AV – Administrative Value

CE – Calendar Year End
 FE – Fiscal Year End

LA – Life of Asset
 MO – Months

PM – Permanent
 US – Until Superseded

Archival Codes (Field 8)

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



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			Agency	Storage	Total				

5.4.001	HRD20	Workers Compensation Claim Files: Containing first report of injury, medical reports, bills, investigation reports and other documentation related to the claim.	CE+5		CE+5	29 CFR §1904.33. Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
	ITS	INFORMATION TECHNOLOGY SERVICES DIVISION & COMMON INFORMATION TECHNOLOGY RECORDS						
1.2.015	ITS01	Disaster Recovery Service Transmittals (RMD 109): Also includes documentation for disaster recovery services provided by other entities.	FE+1		FE+1			
1.2.016	ITS02	Disaster Recovery Service Approval Form (RMD 113): Agency copy of form.	AC		AC	AC = Until superseded or termination of service.		
2.1.001	ITS03	Processing Files: Machine-readable files used in the creation, utilization, and updating of master files.	AC		AC	AC = Completion of third verification or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		

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

2.1.002	ITS04	<p>Master Files: Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.</p>	AC		AC	<p>AC = Completion of third verification or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. Documents, records, or reports utilizing database content are subject to the retention requirements for the record series to which they pertain. While database contents are generally open records, some databases may contain content requiring confidential handling. Some databases may be classed as vital in relation to the operations they support.</p>		
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Retention Codes (<i>Field 7</i>)				Archival Codes (<i>Field 8</i>)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	R – Review by State Archivist
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			Agency	Storage	Total				
2.1.007	ITS05	Software Programs: Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC		AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13TAC §6.94. CAUTION: Retain software needed for access to electronic records for period of time required to access the records.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total				
2.1.008	ITS06	Hardware Documentation: Records documenting operational and maintenance requirements of computer hardware, such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC		AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC §6.94. CAUTION: Retain software needed for access to electronic records for period of time required to access the records.		

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

2.1.009	ITS07	<p>Technical Documentation: Records adequate to specify all technical characteristics necessary for reading or processing electronic records and their timely, authorized disposition, including documentation describing how a system operates and necessary for the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts, program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system, such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read 13 TAC §6.94.</p> <p>CAUTION: Retain software needed for access to electronic records for period of time required to access the records.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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			Agency	Storage	Total				

2.1.010	ITS08	Audit Trail Records: Files needed for electronic data audits, such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to applications files or security logs.	AC		AC	AC = All audit requirements have been met.		
2.1.011	ITS09	Finding Aids, Indexes, and Tracking Systems: Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		AC	AC = The related records have been destroyed. CAUTION: These records must carry the same retention period and archival code of the records they support.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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			Agency	Storage	Total				
2.2	ITS10	Business Requirements Documentation: Business requirements documents (BRD), use cases, and requirements traceability matrices adequate to specify how a system operates and necessary for information technology to design and program a new or changed system. Finalized, approved future state BRDs become the as is BRD once the system changes are implemented. A catalog of BRD's must be maintained to facilitate the creation of future state BRDs as changes, enhancements, and new projects are developed.	LA		LA		Retain BRDs and update with each system change for the life of system and the business program in the event the system is replaced. CAUTION: Retain software needed for access to electronic records for period of time required to access the records.		
2.2	ITS11	Data Entry Documents: Documents used for input of data into automated systems/ applications.	AC		AC		AC = Verification of successful and accurate entry. NOTE: Some data entry records are retained in accordance with the requirements for specific types of records for audit purposes. Retention requirements may be specified in procedures manuals.		

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

2.2	ITS12	Enterprise Project Documents: Project justification, approval, budgets, contracts and procurement, initiation, planning, reporting, risk/issues management, gate reviews, closeout, post implementation review of benefits and objectives, and all documents required by Texas Government Code, §2054 for major information resources projects.	AC+4		AC+4	AC = Close of project. Retain if needed to document outcome, efficiency, and explanatory measures in the TxDMV appropriations request, strategic plan, Post Implementation Review of Business Objectives (PIRBO), or reports to Texas Quality Assurance Team (QAT), and to respond to internal and external audits. CAUTION: Retain software needed for access to electronic records for period of time required to access the records.		
2.2	ITS13	Information Security Plan.	US+2		US+2	As required by Texas Government Code, §2054.133.		

Retention Codes (<i>Field 7</i>)	Archival Codes (<i>Field 8</i>)
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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. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.2.001	ITS14	System Monitoring Records: Statistics, reports, operation/access logs, system status reports, Internet activity monitoring reports, security reviews/reports, operations summaries, productivity reports, problem logs/reports for computing and telecommunications activities.	AV		AV	NOTE: Security reviews/reports as supporting documentation in disciplinary actions or internal audits may be retained in records series related to those activities. CAUTION: Status reports, summaries, problem records may be required to substantiate trustworthiness and accuracy of electronically stored records as evidence.		
2.2.004	ITS15	Computer Job Schedules and Reports: Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	3MO		3MO			

Retention Codes (Field 7)	Archival Codes (Field 8)
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2.2.010	ITS16	Data Processing Policies and Procedures: Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US+3		US+3	CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See ITS07 (<i>Technical Documentation</i>).		
2.2.012	ITS17	Output Records for Computer Production: Reports showing transactions accepted, rejected, suspended and/or processed.	AV		AV	Some reports are retained in accordance with the requirements for specific types of records for audit purposes. Retention requirements may be specified in procedures manuals.		

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

2.2.013	ITS18	Quality Assurance Records: Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error-free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC	AC = No longer needed as an audit trail for any records modified.		
2.2.014	ITS19	Internet Cookies: Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV	NOTE: Disposal need not be documented through destruction authorizations or in records disposition logs. Browsers may be set to delete on exiting.		
2.2.015	ITS20	History Files - Web Sites: A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV	NOTE: Disposal need not be documented through destruction authorizations or in records disposition logs. Browsers may be set to delete on exiting.		

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			Agency	Storage	Total				
2.2.016	ITS21	Software Registrations, Warranties, and License Agreements.	LA+3		LA+3				
5.4.012	ITS22	Information Technology Security Access Records: Documentation related to requests for access passwords, sign-on keys, outside access to TxDMV systems, etc.	AC+2		AC+2		AC = Until superseded, date of expiration, or date of termination, whichever is sooner. NOTE: In the case of adverse (forced) termination or disgruntled resignation, retain records related to the employee five years.		
5.4.013	ITS23	Disaster Recovery/Business Continuity Plan: Documentation related to development, approval, and implementation of the department's disaster recovery plan for automation.	US		US				
5.5.001	ITS24	Billing Detail – Telecommunications (Other than TEX-AN): In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		See ITS25 for TEX-AN billing detail.		

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			Agency	Storage	Total				
5.5.006	ITS25	Billing Detail – Telecommunications (TEX-AN): In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE+3		FE+3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries. See ITS24 for billing detail from carriers other than TEX-AN.		
5.5.007	ITS26	Disputed Call Documentation: Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE+3		FE+3				
	AUD	INTERNAL AUDIT OFFICE							
1.1	AUD01	Audit Division Policies and Procedures – Final: Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees.	US+3		US+3		Maintained US+3 for peer review purposes.		

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

1.1	AUD02	Audit Documentation and Legal Opinions Related to the Agency: Audits, reviews, or reports performed by or on behalf of an entity, including working papers that support the audit. Also includes audits, reviews, or reports performed on the agency.	AV		AV	Maintained in electronic format.		
1.1	AUD03	Audit Plans and Planning Records: Plans and records relating to the process of planning new or redefined programs, services, or projects for the agency that are not included in or directly related to other records series in this schedule.	AC+3		AC+3	AC = Date report published.		
1.1	AUD04	Inventory of Audit Documentation and Legal Opinions Related to the Agency: Inventory of audits, reviews, or reports performed by or on behalf of an entity on the agency, including any recommendations from the audit, review, or report.	PM		PM	Maintained in electronic format.		

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

1.1	AUD05	“Permanent” Files/Templates: Any documentation that helps plan audits, including templates for future or recurring audits.	AV		AV	Maintained in electronic and paper format. Electronic format is record copy.		
1.1	AUD06	Temporary Project Materials (Audits): Any documentation—completed or in progress—supporting an audit, review, or special project.	AV		AV	Maintained within <i>TeamMate</i> —the division’s audit management software. NOTE: Working papers and draft reports may be confidential, per Government Code §552.116.		
1.1	AUD07	TxDMV Published Reports: Final report for audits, reviews, or special projects.	PM		PM	Maintained in electronic format and in <i>TeamMate</i> .		
1.1.002	AUD08	Review Documentation: Any completed documentation that supports an audit, review, or special project.	AC+7		AC+7	AC = Date report published. Must maintain support for peer review.		
	ATP	AUTOMOBILE BURGLARY AND THEFT PREVENTION AUTHORITY						

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Records Retention Schedule

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2. Agency Code	608	3. Agency Name	Texas Department of Motor Vehicles		
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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	ATP01	Annual Activity Report.	AC+6	AC+6	A	AC = April 1 of year report is submitted. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission		
1.1	ATP02	Funds Receipt and Disbursement Reports: Pertaining to receipts and disbursements of preceding fiscal year.	AC+6	AC+6	A	AC = Date of report. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission CAUTION: Must meet the reporting requirements applicable to financial reporting provided in the General Appropriations Act.		

<p><i>Retention Codes (Field 7)</i></p> <p>AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value</p>	<p><i>Archival Codes (Field 8)</i></p> <p>A – Transfer to State Archives R – Review by State Archivist</p>
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1.1.055	ATP03	Plan of Operation: Biennial operational plan.	AC+6		AC+6	A	AC = September 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.064	ATP04	Automobile Theft Rate Report.	FE+3		FE+3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
4.7	ATP05	State ABTPA Grant Award Records.	AC+3		AC+3		AC = Date of expiration of grant.		
	CRD	CONSUMER RELATIONS DIVISION							
1.1	CRD01	Customer Service Quality Assurance Records: Selected recordings of customer service transactions retained for instructional feedback and assessment.	AV		AV				

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1.1	CRD02	Parking Placard Revocations: Documentation relating to the revocation/reinstatement of disabled person parking placards.	AC+2		AC+2	AC = Notification of revocation of parking privileges or, if reinstated, notification of reinstatement.		
	ENF	ENFORCEMENT DIVISION						
1.1	ENF01	Docket Files - Automobile Dealers - Heard: Docket work files.	AC+7		AC+7	AC = Close date.	14-608-002	
1.1	ENF02	Docket Files - Automobile Dealers- Not Heard.	AC+3		AC+3	AC = Final resolution of complaint.		
1.1	ENF03	Docket Files - Automobile Dealers - Heard.	AC+7		AC+7	AC = Close date.		
1.1	ENF04	Docket Files - Not Heard.	AC+3		AC+3	AC = Final resolution of complaint.		
1.1	ENF05	Docket Files - Lemon Law - Heard.	AC+7		AC+7	AC = Close date.		
1.1	ENF06	Docket Files - Lemon Law - Not Heard.	AC+3		AC+3	AC = Final resolution of complaint.		
1.1	ENF07	Docket Files - Oversize/Overweight - Heard.	AC+7		AC+7	AC = Close date.		
1.1	ENF08	Docket Files – Oversize Overweight - Not Heard.	AC+3		AC+3	AC = Final resolution of complaint.		
	MCD	MOTOR CARRIER DIVISION						

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1.1	MCD01	CVR (Commercial Vehicle Registration) Applications Files: Forms, compliance letter, status sheets, equipment reports, dismissal/cancellation correspondence.	FE+3		FE+3	Canceled files retained through FE in office.		
1.1	MCD02	CVR Registration: Equipment reports, renewals, returned cab cards.	3		3			
1.1	MCD03	Intrastate Registration Forms: Equipment reports, substitutions, lost cab cards affidavits, and returned cab cards.	FE+3		FE+3			
1.1	MCD04	Intrastate Send-back and Refund Letters.	FE+3		FE+3			
1.1	MCD05	Motor Carrier Active Insurance Files.	AC		AC	AC = Insurance canceled.		
1.1	MCD06	Motor Carrier Company Annual Reports: Required filings by motor carriers.	CE+3		CE+3			
1.1	MCD07	Motor Carrier Insurance Files.	AC+3		AC+3	AC = Insurance certification canceled.		

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1.1	MCD08	Permit Requests: Audio tapes of permits requests called in and faxed requests.	AC+3		AC+3	AC = Taped filled, fax log completed (end of day's business). Tapes of recycled at end of retention. Paper records converted to electronic media for duration of required retention period.		
1.1	MCD09	Vehicle Size and Weight Reports with the Federal Highway Administration: Vehicle size and weight enforcement plan, vehicle size and weight enforcement certification.	FE+3		FE+3			
1.1.002	MCD10	Motor Carrier Audit Files: Copies of motor carrier audit reports, correspondence, and complaints.	AC+7		AC+7	AC = Active until canceled by MCD final order. Information related to reasonably anticipated litigation or administrative enforcement action may be confidential.		
1.1.073	MCD11	Administrative Complaints and Show Causes: Audit reports, order and complaint, hearing records.	AC+10		AC+10	R AC = Final decision of Administrative Hearing. Closed files may be managed on AC, CE or FE basis. Information related to reasonably anticipated litigation or administrative enforcement action may be confidential.		

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			Agency	Storage	Total				
3.1.035	MCD12	Permit Bonds: Bond certificates, attached letters, and name change applications required for eligibility to purchase permits.	AC+4		AC+4		AC = Expiration, release, replacement or termination of bonds according to their terms. Files may be managed by fiscal year of expiration, release, replacement or termination of bonds.		
5.1	MCD13	Calculated Mileage Permits: Permits for well service units and mobile cranes, various time permits, documentation related to application, renewal and/or all permits.	AC+3		AC+3		AC = Renewal or closeout of permit. Paper records converted to electronic media for duration of required retention period.		
	MVD	MOTOR VEHICLE DIVISION							
1.1	MVD01	Dead Files: (Unapproved licensed applications).	AV		AV		Paper records converted to electronic media for duration of required retention period.		
1.1	MVD02	Docket Files - Consumer Affairs - Heard.	AC+7		AC+7		AC = After closed.		
1.1	MVD03	Docket Files - Not heard.	AC+3		AC+3		AC = After closed. Statutes of limitations to be met before closure.		

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1.1	MVD04	General Administrative Records: Records related to motor vehicle dealers, manufacturer / distributor and representatives and converter and representatives; lessor and lease facilitators to include applications and attachments, correspondence, payment records, printed licenses, and related reports; salvage dealer / agent license applications.	AC+4		AC+4	AC = After close of license. Paper records converted to electronic media for duration of required retention period.		
1.1	MVD05	Motor Vehicle Dealer Surety Bonds: Bonds related to dealer plates.	AC+4		AC+4	AC = After expiration of bond. Paper records converted to electronic media for duration of required retention period.		
1.1	MVD06	Vehicle Shows and Display: Records to include applications, correspondence, related reports.	AC+4		AC+4	AC = After close of event.		

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1.1.014	MVD07	Legal Opinions and Advice from Attorney General and Motor Vehicle Division Legal Counsel: Includes any requests affecting the opinions.	PM	PM	R	Attorney General's copy retained permanently. See Texas Government Code 51.204(d)-(f). CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		
1.1.038	MVD08	Motor Vehicle Division Customer Service Surveys.	AC	AC		AC = Final disposition of summary report.		
1.1.073	MVD09	Docket Files: Licensing and enforcement to include docket assignments, case status abstracts, and related correspondence and reports.	AC+3	AC+3	R	AC = After close of license. Selected paper records, at the discretion of the Motor Vehicle Division, converted to electronic media for duration of required retention period.		
1.1.073	MVD10	Notices of Hearings, Orders, and Proposals for Decision.	PM	PM	R	See Art. 6252-17a, 3(a) (1), (3), (4), (7) and (10) V.T.C.S. Work of significant precedence to be offered to Archives and Information Services Division, Texas State Library and Archives Commission.		

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VTR		VEHICLE TITLES AND REGISTRATION DIVISION						
1.1	VTR01	Auction Sales Receipt Logs.	CE+3		CE+3			
1.1	VTR02	Dealer Re-assignment Logs.	CE+3		CE+3			
1.1	VTR03	Request for Motor Vehicle Information: (VTR-275).	FE+ 2		FE+ 2		Filed electronically. Paper records converted to electronic media for duration of required retention period.	
1.1	VTR04	Secure Power of Attorney Logs.	CE+3		CE+3			
4.1	VTR05	Exempt Registration Applications: Affidavit for regular license plates to be used on exempt vehicles (VTR-119); Affidavits and applications for exempt license plates (VTR-62-A) and related resolutions.	AC+1		AC+1		AC = Records retained in Section for law enforcement information for one year after received. Paper records converted to electronic media for duration of required retention period.	
4.2	VTR06	Batches (out-of-state): Transmittals filed by other IRP jurisdictions to make their carriers legal to run their trucks through Texas.	CE+3		CE+3		Paper records converted to electronic media for duration of required retention period.	

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4.3	VTR07	Permit Applications: Application receipts, 72-hour, 144-hour, 30-day, one-trip, and annual permits.	CE+2		CE+2	Paper records converted to electronic media for duration of required retention period.				
5.1	VTR08	One-check Deposits/Transmittals: Billings and invoices of fees paid to IRP (International Registration Plan) states from Texas-based trucking companies.	CE+3		CE+3	Paper records converted to electronic media for duration of required retention period.				
5.2	VTR09	Office Files: Detailed control records for accountable items assigned to regional offices (i.e.; inventory).	AC		AC	AC = Clearance of expired items by annual audit by division Internal Review.				
5.6	VTR10	Abatement of Junk Vehicles.	AC+1		AC+1	AC = After closed.				
5.6	VTR11	Alias Exempt Authorizations and Title Application Files.	AC+1		AC+1	AC = After expiration of title. Paper records converted to electronic media for duration of required retention period.				
5.6	VTR12	Apportioned Registration: Applications and files related to Texas trucking companies filing for apportioned license plates in lieu of commercial plates. Audit summaries and related documentation.	CE+3		CE+3	IRP (International Registration Plan) by-laws require CE+3 for audit purposes. Paper records converted to electronic media for duration of required retention period.				

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5.6	VTR13	Certificates of Title Surety Bonds.	AC+3		AC+3	AC = Expiration on third anniversary of date the bond became effective. Returned to person posting bond after retention is complete. Paper records converted to electronic media for duration of required retention period.		
5.6	VTR14	Damaged Title File: Documentation explaining why titles were reprinted.	AC		AC	AC = Annual audit by division internal review.		
5.6	VTR15	Fraudulent Titles and Related Documentation.	CE+3		CE+3			
5.6	VTR16	Inventory Record for Forms VTR-222-S, VTR-222-NR, 30-CCO, and 30-C -: Controlled forms used to issue salvage vehicle title, non-repairable title/certificate of authority, certified copy of original title and original certificate of title.	AC		AC	AC = Annual audit by division Internal Review. Forms controlled by numbering system for security.		
5.6	VTR17	Logging Truck Affidavits: (VTR-225).	AC+1		AC+1	AC = Date of affidavit expiration.		

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5.6	VTR18	Motor Vehicle Title Records: Application for Texas Certificate of Title (VTR-130-U); Vehicle Transfer Notification (VTR-346); Application for a Certified Copy of Title (VTR-34); Application for Title Only (VTR-131); O/S Vehicle Identification Certificate (VI-30); Odometer Verification (VTR-40); Rights of Survivorship Agreement (VTR-122); Dealer Reassignment Document Form (VTR-41-A); VTR-68-A for assigned or reassigned numbers related to various vehicle identifications (law enforcement); Special Forms and Reports; Ownership Affidavits (VTR-52-B; -141; -262; -264; -279; -305; -305-A; -330); Rebuilt Vehicles (VTR-61; -63; -340) Liens (VTR series -265; -266; -267); Application for Registration Purposes Only (VTR-272; 272-B); Application for Authority to Dispose of a Motor Vehicle to a Demolisher (VTR-70; 71-2; 71-2X), and related docs (VTR-71-5; -71-6); Application for Non-repairable Vehicle Title or Salvage Vehicle Title , (VTR-441), or Certified Copy of Non-repairable or Salvage Vehicle Title, (VTR 34-S), and supporting evidence.		FE+10	FE+10		Primary title history documentation. New records are filed electronically. Paper records converted to electronic media for duration of required retention period. NOTE: <i>Storage</i> FE+10 retention period applicable only to microfilmed motor vehicle title records in storage at State Records Center. For motor vehicle title records managed electronically, an <i>Agency</i> FE+10 retention period applies.	12-608-001	

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5.6	VTR19	Optional County Fees: Notification letters and court orders from counties.	CE+1		CE+1				
5.6	VTR20	"Pattern" Auction Ownership Documentation: (New program through MyPlates.)	FE+25		FE+25		Auction of alpha-numeric plates for 10 or 25 year periods. Scan and file electronically.		
5.6	VTR21	Qualifying Military File: Related to application.	CE+1		CE+1		Information required to be retained for reference in issuing future plates. Paper records converted to electronic media for duration of required retention period.		
5.6	VTR22	Reciprocity Agreements: Includes related correspondence between other states and Texas, and reference file on International Registration Plan (IRP) and agreements.	AC+4		AC+4		AC = Completion, expiration, or termination of the agreement according to its terms. Paper records converted to electronic media for duration of required retention period.		

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5.6	VTR23	Registration and Title System (RTS) Motor Vehicle Records: Vehicle registration and title records in electronic format captured, retained, and managed in the TxDMV RTS system. Data elements include, but are not limited to, license plate number, license plate type, license plate age, vehicle empty and gross weight, registration class, current vehicle owner and address, previous owner, notation of lien, vehicle model year and make, notation of transfer, actual vehicle mileage, date of title issuance, and date of last registration and titling activity in Texas pertaining to a motor vehicle.	PM	PM			
5.6	VTR24	Registration Fee Credit Files: Credit voucher (VTR-50) authorizing credit to be applied toward vehicle registration fee and credit voucher application (VTR -50A).	AC+1	AC+1	AC = Once fee credit has been applied.		
5.6	VTR25	Salvage Yard Files: Listing of surrendered motor vehicle certificates of title and license plates (VTR-340) and related documents (VTR-203, -207).	CE+1	CE+1			

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5.6	VTR26	Secure Power of Attorney Forms: For a Transfer of Ownership of a Motor Vehicle (VTR-271-A) and the front and back of the associated title.	AC + 3		AC +3	AC = Date of execution of power of attorney. State retention for three years per National Highway Traffic Safety Administration (NHTSA).		
5.6	VTR27	Title Litigation Files.	AC+1		AC+1	R AC = Receipt of final judgment. After one year, final judgment imaged and retained. ARCHIVES NOTE: Cases setting legal precedent or exhibiting historical value to be reviewed by State Archives.		
5.6	VTR28	Unresolved Suspended, Revoked, and Canceled Vehicle Titles/registrations: Includes related correspondence.	FE+10		FE+10	After resolution, paper records converted to electronic format and retained with title histories for duration of required retention period.		

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