

July 7, 2021



Martin Brown
Records Coordinator
Texas Department of Motor Vehicles
4000 Jackson Avenue
Austin, TX 78731

Dear Mr. Brown,

Your agency's records retention schedule is approved for use as of **7/6/2021**, and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state rules (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. 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 according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **July 2026**.

During a certification period, changes may need to be made to your schedule. State rules (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:

Brianna Cochran
512-463-5448
bcochran@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 "Craig Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chair
Martha Wong

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

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 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 May 26, 2020

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature
Name (Print or type)
Date

Not Required at This Time

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

Signature Gloria Meraz
Name (Print or type) Gloria Meraz
Date 7-6-2021

Cert/Recert No. 4 Amendment No.

CAUTION

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

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

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD01	1.1	Committees/Task Forces	Records related to internal agency committees, task forces, work groups, teams, etc.	AV						Many committees are ongoing.	
CAD02	1.1	Internal Agency Training Materials	Instructional materials developed at the agency or division level by or for TxDMV for internal staff. Includes presentation materials, handouts, job aids, etc.	US	3					See CAD20 for materials related to training of entities or individuals the agency regulates or serves.	
CAD03	1.1	Investigations	Reports and supporting documentation related to special investigations.	AC	3			Completion and issuance of final written report to appropriate recipients.		Access subject to public information requests. Working papers and draft reports may be confidential. See also HRD20 (Workers Compensation Claim Files), FAS60 (Vehicular Incident Reports), OGC22 (Accident Reports - Adults), and OGC23 (Accident Reports - Minors).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD04	1.1	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			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 (Performance Measures Documentation). Also does not include policy or rule development (for which CAD29 should be used), working papers for proposed legislation (CAD16), or documents deemed proprietary by a vendor.	
CAD05	1.1	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						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD06	1.1	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 determined by individual staff. May be treated as transitory information, with disposition not required to be recorded in agency disposition log.	
CAD07	1.1.002	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			Publication or release of final audit findings		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
CAD08	1.1.006	Complaint and Feedback Records	Complaints and other feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints.	AC	2			Date of receipt, action taken, or final disposition of the complaint, whichever comes last.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of OGC09 (Litigation Files).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD09	1.1.007	Correspondence-High-Level	Incoming/outgoing and internal leadership, supervisory, managerial, executive, administrative, and other high-level correspondence, in any media including electronic communication, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the agency and the administrative regulations, policies, and procedures that govern them.		4				R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, Board members, division directors, and program heads require archival review. Do not destroy these records locally. Forward to agency records management officer for State Archives review. 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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles										
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	
					Years	Months	Days					
CAD10	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of the agency.		2						See remarks to CAD09. May be managed on CE or FE basis.	
CAD11	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						See also CAD45 (Office Procedures).	
CAD12	1.1.013	Calendars, Appointment, and Itinerary Records	Calendars, appointment books or programs and scheduling, or itinerary records purchased with state funds or maintained by staff during business hours that document appointments, itineraries, and other activities of agency officials or employees.	CE	1				R		ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of executive staff, Board members, division directors, and program heads require archival review. Do not destroy these records locally. 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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD14	1.1.023	Organization Charts	Charts or diagrams that show the structure of the agency and the relationships and relative ranks of its departments and job positions.	US					A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the agency need to be transferred to the Archives and Information Services Division, Texas State Library and Archives Commission. Organizational charts showing division/department level detail are not considered archival.	
CAD15	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of the agency that are not included in or directly related to other records series in this agency's records retention schedule.	AC	3			Decision made to implement or not to implement result of planning process.	R	Do not destroy these records locally. Forward to agency records management officer for State Archives review. ARCHIVES NOTE: Data processing planning records are not archival.	
CAD16	1.1.027	Proposed Legislation	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						See also Government and Strategic Communications section for related legislative issues files. Action plans may become part of other plans.	
CAD17	1.1.038	Customer Surveys	Surveys soliciting feedback from customers or clients of the agency, and the statistical data maintained rating the agency's performance.	AC				Final disposition of summary report.		See CAD26 (Reports and Studies (Non-Fiscal)) for summary reports compiled from customer surveys.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD18	1.1.040	Speeches, Papers, and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC	2			End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: Only speeches, papers, and presentations of executive staff, Board members, division directors, and program heads require archival review. Do not destroy these records locally. Forward to agency records management officer for State Archives review.	
CAD20	1.1.043	Training Materials	Instructional materials developed by the agency 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					CAUTION: Does not include hazardous material training records. See also CAD02 for internal agency training materials.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD21	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of the agency, that are not regularly filed within the agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions.	AC				Purpose of the record has been fulfilled.		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. The disposal of transitory information need not be documented through disposition authorizations or in records disposition logs.	
CAD22	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes and supporting documentation taken at internal agency staff meetings.		1						
CAD23	1.1.064	Agency 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					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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD24	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	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 (Agency Performance Measures Documentation).	
CAD25	1.1.066	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			September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per the Texas Administrative Code. 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. Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD26	1.1.067	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				R	ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. Do not destroy these records locally. Forward to agency records management officer for State Archives Review, as necessary.	
CAD27	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative budget offices.	AC	6			September 1 of odd-numbered calendar years.			
CAD28	1.1.069	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					CAUTION: If reports used to document performance measures, see CAD23.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD29	1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by the agency that set out rules, policies, and procedures that govern TxDMV programs, services, or projects. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			Completion or termination of program, rules, policies or procedures.	R	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period. Do not destroy these records locally. Forward to agency records management officer for State Archives review.	
CAD31	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process and hearings on proposed rules and changes.	AC	3			Last action.	R	These records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes and require a longer retention period. Do not destroy these records locally. Forward to agency records management officer for State Archives review.	
CAD32	1.1.074	Sunset Review and Related Documentation	Correspondence and files related to Sunset Review of the agency, including documentation prepared by the subdivisions of the agency.	AC	3			After the subsequent Sunset Review.	R	See also GSC06 for item related to agency report. Do not destroy these records locally. Forward to agency records management officer for State Archives review.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD33	1.1.075	Alternative Dispute Resolutions—Final Agreement	Final agreement described by Government Code Chapter 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			Date of final agreement.			Texas Civil Practices and Remedies Code, Chapter 154.071
CAD34	1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form, e.g. any associated design or design modification requests.	AC	2			Until supeseded or use of form is discontinued.			
CAD35	1.2.012	Records Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US							
CAD36	1.2.013	Records Access and Locator Aids	Documentation used to provide and improve access to records. Includes indexes, (card) files, (shelf) lists, registers, guides, and other finding aids.	AC				When aid is superseded, or no longer needed because associated records have been destroyed		CAUTION: These records must carry the same retention period and archival code of the records they support.	
CAD37	1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in the agency.	US	1						
CAD38	1.3	Internal Newsletters and Publications		AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD39	1.3.001	State Publications	Once copy of each state publication as defined on pages xii-xiii of the Texas State Records Retention Schedule (5th Edition), 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 (Legislative Appropriations Requests), EDO03 (Strategic Plans), CAD25 (Biennial or Annual Agency Reports), CAD27 (Reports on Performance Measures), and FAS28 (Annual Financial Reports), which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.	AC	2			Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program by law (Government Code, Chapter 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC Chapter 3.1-3.8).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD40	1.3.002	Publication Development Files	Physical and digital development and design files, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R	ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use may be archival. If archival requirement is unclear, do not destroy records locally; forward to agency records management officer for assistance.	
CAD42	5.1.004	Mail and Telecommunications Listings	Any mailing address, telephone or fax number, or email address records maintained by the agency on its employees or on entities or persons it serves.	US							
CAD43	5.1.010	Licenses and Permits for Non-Vehicles	Does not include licenses and permits issued by the agency as part of its statutory responsibilities.	AC	2			Expiration date of license or permit.			
CAD44	5.1.012	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						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD45	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for the agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1					See also CAD52 (Job Procedure Records).	
CAD46	5.1.015	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						
CAD48	5.2.010	Equipment Manuals		LA							
CAD49	5.2	Log Books	Logs containing information related to operations and/or projects, including long distance telephone/fax logs, etc.	AC	1			Date of last entry.			
CAD50	1.3	Public Information Products	Publications, special reports, educational materials related to specific programs, awards, fact sheets, speech materials and campaigns.	AC	5			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 (State Publications) for requirements related to state publications.	
CAD51	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AV							
CAD52	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CAD53	1.1	Public Information Requests	Includes all correspondence and documentation relating to requests for records that are furnished to the public or excepted under the Public Information Act.	AC	2			Date request fulfilled or date of notification that records are excepted.		Includes withdrawn requests.	Government Code, Chapter 552
CAD54	5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.		2						
CAD55	5.2.029	Returned Mail	Documentation of mail returned by the postal or other mail delivery services as undeliverable.	AC	1			Date returned.		CAUTION: If corrected address provided and mail rerouted, maintain address update documentation for prescribed retention period.	
CAD56	2.2.017	Help Desk Tickets	Records documenting the request for and response to help desk tickets.	AV							
CAD57	1.1.077	Release of Records Documentation	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	AC				Date records released.		See CAD53 for records released under the Public Information Act. See OGC05 for records produced for a subpoena. See OGC09 for records produced for litigation. See VTR03 for requests for motor vehicle information.	
OAH01	1.1.073	Lemon Law Cases – Closed with Hearing		AC	7			Close date.	E		
OAH02	1.1	Lemon Law Cases – Closed without Hearing		AC	3			Final resolution of complaint.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OCR01	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.		3						28 CFR Chapter 35.105(c)
OCR02	1.1.070	EEO Policy	Documentation related to the agency's EEO program, policy, procedures, and agency EEO updates.	AC	3			Completion or termination (replacement/revision) of policy or procedure.	R	Do not destroy these records locally. Forward to agency records management officer for State Archives review. ARCHIVES NOTE: Working files and related documentation used in creating the final policy are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
OCR03	3.3.001a	Affirmative Action Plans			5						29 CFR Chapter 30.12(d)
OCR04	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
OCR05	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3						29 CFR 1602.32, 1602.48, and 1602.50
OCR06	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.		2						29 CFR 1620.32(c)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CID01	1.1	Compliance and Investigations Division (CID) Investigative Case Supporting Documents	Documents and supporting information utilized for investigations/adjudications. Documentation includes audio/video recordings, written statements, original title documents, tax documents, dealer records, external incident/offense reports, external audio/video recordings, external written statements, external title documents, CID-04 Offense Report forms, CID-05 Inventory and Evidence Receipt, CID-06 Chain of Custody and Evidence Voucher, CID-07 Voluntary Statement, and CID10 Prosecutorial Assistance Form, Supplemental Form.	AC	5			Date of case closure.			
CID02	1.1	CID Investigative Case Files	Official reports, supporting documents, required forms, and original documents, including altered documents related to title and odometer fraud.	AC	10			Date of case closure.		Electronic files to be maintained on SharePoint site and will include scanned original documents.	
CID03	1.1	Field Service Representative (FSR) Compliance Review Reports	Documentation related to FSR review reports, inclusive of FSR Compliance Review report, FSR Follow-up Review report, Annual Inventory report, Close-out Inventory Review report, and supporting documentation used in conjunction with these reports.	AC	5			Date of on-site compliance visit.		Electronic files to be maintained on SharePoint site and will include scanned original documents.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
CID04	1.1	Red Flag Files	Documents and reports supporting red flag review requests from stakeholders.	AC	5			Date of red flag review.			
CRD01	1.1	Customer Service Quality Assurance Records	Selected recordings of customer service transactions retained for instructional feedback and assessment.	AV							
ENF07	1.1	Enforcement Cases – Contested		AC	7			Close date.			
ENF08	1.1	Enforcement Cases – Non-contested		AC	3			Final close date.			
ENF09	1.1	Motor Carrier Mediation Records	Documentation resulting from mediation between claimants and household goods carriers.	CE	1						43 TAC 218.62
EDO02	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy or procedure that governs the programs, services, or projects of the agency.	US	3				A	Do not destroy these records locally. Forward to agency records management officer for State Archives transfer.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
EDO03	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002. Includes working files and related documentation used in creating the final plan.	AC	6			September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per the Texas Administrative Code. Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
EDO04	3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, emails, reports, and other documentation.	AC				Final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. See OGC09 (Litigation Files), HRD01 (Employee Personnel Records), HRD02 (Employee Counseling Records), and HRD05 (Workplace Concern Reports).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS01	1.1.004	Legislative Appropriations Requests (LAR)	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by the agency.	AC	6			September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per the Texas Administrative Code. Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
FAS02	1.1.053	Registration Logs	Logs used to register persons appearing before the agency as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC				Quarterly submission of original forms to Texas Ethics Commission.		Agency retains copies for 3 years. See also FAS67 (Building Security Records).	
FAS06	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.			
FAS07	3.2.003	Federal Tax Records	Includes 1099, W-2, FICA, and other tax records.	AC	4			Tax due date, date claim is filed, or date tax is paid, whichever is later.			26 CFR 31.6001 - 1(e)(2)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS08	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2						29 CFR 516.6(c)
FAS09	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	4			Until superseded, obsolete, or upon separation of employee.			26 CFR Chapter 31.6001-1(e)(2)
FAS10	3.2.008	Direct Deposit Authorization/ Authorizations	Forms used to deposit employee's earnings into a specified personal account.	AC				Until superseded or termination of employment.			
FAS11	3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.		4						
FAS12	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3						
FAS13	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carryover balances at end of fiscal year, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS15	3.4.006	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4							40 TAC 815.106(i)
FAS16	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses	FE	3						
FAS28	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (100 Day Report)	AC	6			September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per the Texas Administrative Code. Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS29	4.9.001	Annual Operating Budgets	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail chart of accounts.	FE	3						
FAS33	4.7.001	Accounting Policies and Procedures Manual(s)	Records documenting the internal and external procedural requirements with respect to the accounting department of a state agency.	US	3						
FAS34	4.7.003	Uncollectible Accounts	Records of accounts deemed uncollectible, including write-of authorizations.	AC	3			Date account deemed uncollectible.			
FAS35	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property.	LA	3						
FAS36	4.7.005	Claim Files	Records documenting requests for payment of a sum of money according to the terms of a policy or contract.	AC	3			Resolution of claim.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS38	4.7.008	Grant Records	This series documents state and federal grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	3			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 funding agency. Records in this series may be subject to Government Code 441.1855. This agency must ensure that records are retained for the appropriate retention period.	
FAS39	4.7.012	Signature Authorizations	Signature cards, CAPPs security records, and confidential treatment of Information-acknowledgements (CTIA).	AC	4			Until superseded, date of expiration, or date of termination, whichever is sooner.			
FAS41	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
FAS49	5.2.004	Building Space Requests	Records documenting building space requests and approvals. Information on request forms may include but is not limited to: the building and room; the reason for the change; parties involved in the request; date of request and approval.		1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS51	5.2.008	Equipment History File	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with FAS85 (Contract Administration Files).	
FAS52	5.2.011	Equipment Warranties		AC	1			Expiration of warranty.			
FAS55	5.2.019	Service Orders	Requests or work orders for repairs or maintenance to facilities, vehicles, or equipment completed by internal agency personnel or external service providers		1						
FAS56	5.2.027	Space Utilization Reports		AV							
FAS59	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				Decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with FAS91 (Bid Documentation)	
FAS60	5.4	Vehicular Incident Reports	Reports containing information on fact and circumstances of employee vehicular accidents, identification of drivers and vehicles involved, etc.	FE	10						
FAS61	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS62	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations.	AC	3			Inspection or date of the correction of the deficiency, if the inspection report reveals a deficiency.			
FAS63	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency's hazard communication program.		5						Texas Health and Safety Code, Chapter 502.009(g)
FAS64	5.4.008	Hazard Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace.	US	5						Texas Health and Safety Code, Chapter 502.009(g)
FAS65	5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.		30						Texas Health and Safety Code, Chapter 502.005(d)
FAS66	5.4.010	Safety Data Sheets	Documents that list information relating to occupational safety and health for the use of various substances and products.	AC				After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		CAUTION: If 5.4.009 Workplace Chemical Lists are not maintained, these records must be maintained for 30 years.	29 CFR 1910.1020(d)(ii)(B)
FAS67	5.4.011	Building Security Records	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.		3					NOTE: Copies of Visitors Registration forms may be used to meet this requirement. See also FAS02 (Registration Logs).	
FAS68	5.6	Vehicle Records	Copies of purchase documentation, certificates of title, registration receipts, periodic and major inspection records, maintenance and repair orders.	LA	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS69	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
FAS70	1.1	Memoranda of Agreement (MOA) / Memoranda of Understanding (MOU)	MOAs, MOUs, and related documentation.	AC	7			Expiration or termination of the instrument according to its terms.			
FAS78	3.2.002	Employee Earnings Records			4						40 TAC Chapter 815.106(i)
FAS79	3.4.004	Overtime Schedules and Authorizations	Records documenting time worked by employees outside of or in addition to their regular working hours, including approval authorizations.		2						
FAS80	3.4.007	Time Off and/or Sick Leave Requests	Records documenting time worked by employees outside of or in addition to their regular working hours, including approval authorizations.	FE	3						
FAS81	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, demand letters, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE	3					References for accounts receivable documents also include both the Texas Department of Motor Vehicles and the Motor Vehicle Crime Prevention Authority Board receivables.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS82	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, etc.	FE	5						
FAS83	4.7.013	Federal Tax Information (FTI) Audit Logs	Logs documenting requests and receipt of FTI, including any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.		5						IRS Publication 1075
FAS84	4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices, reconciliations, and other banking related records.	FE	3						
FAS85	5.1.001	Contract Administration Files	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, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.	AC	7			Expiration or termination of the instrument according to its terms.		See related FAS91 (Bid Documentation).	Government Code, 441.1855



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS86	5.1.013	Insurance Policies	For vehicles, equipment, etc.	AC	7			Expiration or termination of the policy according to its terms.			Government Code, 441.1855
FAS87	5.2.001	Appraisals - Building or Property	Assessments or evaluations of the value of state-owned buildings or property.	AV					R	Do not destroy these records locally. Consult with agency records management officer for disposition.	
FAS88	5.2.003 a	Building Plans and Specifications - State Owned	Includes architectural and engineering drawings, profiles, and blueprints.	LA					R	Do not destroy these records locally. Consult with agency records management officer for disposition.	
FAS89	5.2.003 b	Building Plans and Specifications - Leased	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			Termination or cancellation of lease.			
FAS90	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, receipt, maintenance, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE	3						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS91	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. Also includes documentation associated with bids that do not meet agency submission requirements and are not included in the bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	AC	7			Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			
FAS92	5.3.010	Vendor Records/W-9	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to the IRS. This includes W-9 forms received by a state agency from vendors.	AC	3			Date account is opened or date instrument purchased.			26 CFR 31.3406(h)-3(g)
FAS93	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements, or similar instruments of access to agency or state facilities, equipment, or automated systems.	AC	2			Until superseded, date of expiration, or date of termination, whichever sooner.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS94	5.4.015	Hazardous Materials - Administrative Records	Documentation of any building-by-building survey and plan to correct asbestos material hazards. May include, but is not limited to, surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records and related documentation and correspondence; and environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	AC	30			Date of project completion.			29 CFR 1910.1001, 29 CFR 1910.1020(d)(ii), 25 TAC 295.62(a)
FAS95	5.4.016 a	Hazardous Materials – Exposure/Survey Records (Employee Exposure)	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required or who've experienced exposure concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports. This item pertains to employees exposed in the course of their work to toxic substances, harmful physical agents, or bloodborne pathogens.	AC	30			Date of separation.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS96	5.04.01 6b	Hazardous Materials – Exposure/Survey Records (Monitoring Requirement)	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required or who've experienced exposure concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports. This item pertains to employees whom periodic monitoring of health or fitness is required.	US	2						
FAS97	5.4.017	Emergency Response and Recovery Records	Documentation of events and damages to institutional property due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution. May include, but is not limited to, diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.		3				R	CAUTION: If grant monies are received to assist with the response or recovery, the retention requirements for this series may vary depending on the specific funding agency. Do not destroy these records locally. Consult with agency records management officer for disposition.	
FAS98	5.6.009	Parking Permits or Assignments		US							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
FAS99	5.1.018	Surveillance Videos	Surveillance videos of buildings, facilities, vehicles, or other state property.	AV						See HRD20 (Workers Compensation Claim Files), OGC22 (Accident Reports - Adults), or OGC23 (Accident Reports – Minors) if video is needed for an accident investigation or OGC09 (Litigation Files) if the video is needed as evidence in litigation. The disposal of surveillance videos need not be documented through disposition authorizations or in records disposition logs.	
OGC01	1.1	Bankruptcy Notices		AC	1			Date of last notice.			
OGC04	4.7.012	Signature Authorizations	Documents granting signature authority for official agency actions.	AC	4			Until superseded, date of expiration, or date of termination, whichever sooner.		See FAS39 for records relating to signature authority for fiscal transactions.	
OGC05	1.1.076	Subpoenas	Subpoenas for production of evidence produced for litigation in which the state agency is not a party. Includes legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC				Date request fulfilled.		For subpoenas related to litigation in which the agency is a party, see OGC09 (Litigation Files).	
OGC06	1.1	Trademarks	Application, certification, and supporting records.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OGC07	1.1.014	Legal Opinions and Advice	Legal memoranda and correspondence from the Attorney General and/or agency legal counsel, including any requests eliciting the opinions.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation, or opinions rendered for Public Information Act requests. See OGC09 (Litigation Files) and CAD53 (Public Information Requests). Do not destroy these records locally. Consult with agency records management officer for disposition. ARCHIVES NOTE: Opinions and advice 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.	
OGC08	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			Date of publication in the Texas Register.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OGC09	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	1			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.	R	Do not destroy these records locally. Consult with agency records management officer for disposition. 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. See also FAS60 (Vehicular Incident Reports), OGC22 (Accident Reports - Adult), and OGC23 (Accident Reports - Minors).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OGC10	1.1.058	Board Meetings, Agenda and Minutes of Open	Agendas, resolutions and orders, docket sheets, transcripts, and minutes of Board meetings as required by Government Code Chapter 551.	PM					A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. 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 Motor Vehicle Crime 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.	
OGC11	1.1.059	Board Meetings, Agendas or Audiovisual Recordings of Closed	Agendas or audiovisual recordings of closed Board meetings.	AC	2			Date of the meeting or completion of pending action involving the meeting, whichever is later.		See caution comment at OGC10.	Government Code, Chapter 551.104(a)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OGC12	1.1.060	Board Meetings, Audiovisual Recordings of Open		AC			90	Board approval of written minutes of meeting.		See caution comment at OGC10.	
OGC13	1.1.061	Board Meetings - Notes	Notes taken during open Board meetings from which written minutes are prepared.	AC			90	Board approval of written minutes of meeting.		See caution comment at OGC10.	
OGC14	1.1.062	Board Meetings - Supporting Documentation	Documents submitted at Board meetings, including exhibit items, documentation for agenda items, public comment forms, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.		2				A	See caution comment at OGC10. Do not destroy these records locally. Consult with agency records management officer for disposition.	
OGC15	1.1.072	Public Information Reports	Reports made to the Office of Attorney General on the agency's Public Information Act activities.		2						
OGC18	1.2.005	Records Retention Schedule - Agency Copy	May include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Original is retained for 50 years by the State and Local Records Management Division, Texas State Library and Archives Commission.	
OGC19	1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	AV							



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OGC20	1.2.010	Records Disposition Log	Listing of records disposed of by the agency under the Texas Department of Motor Vehicles Records Retention Schedule or as approved by the Texas State Library and Archives Commission (through approval of submitted Forms RMD 102). Log includes authorizations for final disposition and indicates record series title, dates of records, and dates of disposition.		10					Includes RSIN 1.2.001.	
OGC21	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency copy of Form RMD 106 granting the agency the authorization to store records at the State Records Center.	AV							
OGC22	5.4.014 a	Accident Reports - Adults	Reports of accidents to adults on state property or in any other situation in which state agency could be a party to a lawsuit.	AC	3			Date of report if no claim is filed or after settlement or denial of the claim if a claim is filed, whichever is applicable.		See also FAS60 (Vehicular Incident Reports) and OGC09 (Litigation Files).	
OGC23	5.4.014 b	Accident Reports - Minors	Reports of accidents to minors on state property or in any other situation in which state agency could be a party to a lawsuit.	AC	3			Date minor reaches majority age if no claim filed; date after settlement or denial of claim, if claim filed, whichever is applicable.		See also FAS60 (Vehicular Incident Reports) and OGC09 (Litigation Files).	
GSC01	1.1	Implementation Files	Documents, reports, and action plans related to the implementation of enacted legislation.	CE	5						



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
GSC02	1.1	Legislative Files	Documentation related to enacted legislation affecting the department.	CE	6					Retention based on Legislative cycle. Information may be required over several biennia. See CAD16 (Proposed Legislation Files) for retention requirements related to proposed legislation	
GSC03	1.1	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.		10				R	Do not destroy these records locally. Forward to agency records management officer for State Archives review.	
GSC05	1.1.067	Strategic Communication Plan (SCP)	Documents, surveys, and other related files related to the SCP report.		10				R	Do not destroy these records locally. Forward to agency records management officer for State Archives review.	
GSC06	1.1.074	Sunset Review Report and Related Documentation	Sunset Review Report, agency self-study, and other correspondence and supporting documentation related to the Sunset review process for state agencies.	AC	3				R	Do not destroy these records locally. Forward to agency records management officer for State Archives review.	
GSC08	2.2	Web Development Files	Records related to TxDMV web site design.	AV							
GSC09	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by the agency. Includes print, electronic, audio, and audiovisual records.		2				R	Do not destroy these records locally. Forward to agency records management officer for State Archives review.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
HRD01	3.1	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 and agreement forms, job descriptions, personnel corrective action documentation, and personnel disciplinary action documentation.	AC	5			Termination of employment.		Includes State RSIN 3.1.002, 3.1.020, 3.1.021, 3.1.022, 3.1.023, 3.1.037, 3.1.038, and 3.1.041. Most recent public access election information must be kept as long as former employee verification records. See HRD13 (Former Employee Verification File).	29 CFR 1602.31, 40 TAC 815.106(i)
HRD02	3.1.006	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			Termination of counseling.			
HRD03	3.1.011	Employee Insurance Records	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC				Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for FAS06 (Employee Deduction Authorizations).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
HRD04	3.1.014	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			Position filled.		Includes State RSIN 3.1.001 and 3.1.012. CAUTION: Does not include criminal history checks. See HRD07.	29 CFR Chapter 1602.31
HRD05	3.1.018	Workplace Concern Reports	Records related to employee concerns or complaints and measures taken to address them.	AC	2			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 (Litigation Files). Compare to CAD08 (Complaint and Feedback Records).	
HRD06	3.1.019	Performance Appraisals	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.		2						29 CFR Chapter 1620.32(c)
HRD07	3.1.026	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				Criminal history check has served the immediate purpose for which it was obtained.			Subchapter F, Chapter 411, Government Code



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
HRD08	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5			Termination of employment.			
HRD09	3.1.029	Employment Eligibility Documentation	Federal reporting form (INS I-9) and screen captures from U.S. Department of Homeland Security E-Verify system.	AC	1			3 years after date of hire or 1 year after termination of employment, whichever is later.			8 CFR Chapter 274a.2(b)(2)(i)(A) and (c)(2)
HRD10	3.1.034	Resumes - Unsolicited		AV						Retention period applies if agency replies to the sender of a resume that it will be kept on file should future job openings occur. See HRD04 (Employment Selection Records) for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
HRD11	3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission	AC	5			Resolution of the claim.			
HRD12	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC				Until superseded or plan terminated.			29 CFR Chapter 1627.3(b)(2)



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
HRD13	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access election information.	AC	75			Termination of employment.		See HRD01 (Employee Personnel Records) for public access options note.	
HRD14	3.3.015	Positions/Job Classification Review File	Records related to review and monitoring of job classifications within the agency.	US	3						
HRD16	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of the agency.	US	3						
HRD17	3.3.026	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						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
HRD18	3.3.030	Training Administration Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs, for internal and external stakeholders, including but not limited to training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs	US	2					CAUTION: Does not include hazardous materials training records. See FAS63.	
HRD19	3.4.002	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					Includes RSIN 3.4.008.	
HRD20	5.4.001	Workers Compensation Claim Files	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5						29 CFR Chapter 1904.33
HRD21	3.1.031	Employee Benefits - Other than Health Insurance	Agency copies of information relating to the selection of available benefit options other than health insurance, such as dental, vision, disability, and other benefits.	AC	2			Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for FAS06 (Employee Deduction Authorizations).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
HRD22	3.1.042	ADA Accommodation Requests	Employee or applicant requests for reasonable accommodation under the Americans with Disabilities Act.	AC	3			For employees, termination of employment; for job applicants who were not selected, date of application.			Texas Labor Code, 21.128
HRD23	3.3.033	Recruitment Plans	Diversity and recruitment plans and related workforce analyses.		3					As required in cases of noncompliance.	Texas Labor Code, 21.501-502
ITS01	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	AV							
ITS02	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Agency copy of form 113 to establish disaster recovery services, authorize agency staff to access the media, etc.	AC				Until superseded or termination of service.			
ITS04	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ITS05	2.1.007	Computer Software Programs	Automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc.	AC				Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
ITS06	2.1.008	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files	AC				Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ITS07	2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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.		CAUTION: Retain software needed for access to electronic records for period of time required to access the records.	13 TAC 6.94
ITS08	2.1.010	Audit Trail Records	Files needed for electronic data audits. Records include but are not limited to: reports showing transactions accepted, rejected, suspended, and/or processed; history files or tapes; records of updates to application files; and security logs.	AC				All audit requirements have been met.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ITS10	2.2	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						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.	
ITS11	2.2.012	Data Entry Documents	Forms and logs used to enter and reconcile data sets, submitted for processing.	AC				Data entered into applicable system and, if required, verified.		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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ITS12	2.2	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, Chapter 2054 for major information resources projects.	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.	
ITS13	2.1.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information	US							1 TAC 202.23; 1 TAC 202.73
ITS14	2.2.001	System or Computer Monitoring Records	Hardware and software component for monitoring agency's computer system resources and performance.	AV							
ITS16	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in the agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See ITS07 (Hardware and Software Technical Documentation).	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ITS18	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: 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				No longer needed as an audit trail for any records modified.			
ITS21	2.2.016	Software Registrations, Warranties, and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA	3						
ITS22	5.4.012	Information Technology Security Access Records	Documentation related to requests for access passwords, sign-on keys, outside access to TxDMV systems, etc.	AC	2			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.	
ITS23	5.4.013	Continuity of Operations Plans	Plans developed to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US						See FAS97 (Emergency Response and Recovery Records) for records related to responding to or recovering from an emergency.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
ITS26	5.5.007	Disputed Call Documentation	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE	3						
ITS27	2.2.014	Internet Browser Files	A record of web pages visited during an Internet session, including data files of user specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						The disposal of Internet history records need not be documented through destruction authorizations or in records disposition logs. See OGC20 (Records Disposition Log).	
ITS28	5.5.001	Billing Detail - Telecommunications	Summary detail, detailed listing of calls, and any supporting documentation related to the billing of services from any telecommunications carriers.	FE	3						
IAD01	1.1	Audit Division Policies and Procedures – Final	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees.	US	3					Maintained US+3 for peer review purposes.	
IAD03	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC	7			After final plan has been issued.			Government Code, 2102.013
IAD05	1.1	“Permanent” Files/Templates	Any documentation that helps plan audits, including templates for future or recurring audits.	AV						Maintained in electronic format.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
IAD06	1.1	Temporary Project Materials (Audits)	Any documentation—completed or in progress—supporting an audit, review, or special project.	AV						Maintained within TeamMate—the division’s audit management software. NOTE: Working papers and draft reports may be confidential, per Government Code, Chapter 552.116.	
IAD07	1.1.002	TxDMV Published Internal Audit Reports and Memoranda	Final report for audits, reviews, or special projects.	PM						Maintained in electronic format and in TeamMate.	
IAD08	1.1.002	Review Documentation	Any completed documentation that supports an audit, review, or special project.	AC	7			Date report published. Must maintain support for peer review.			
IAD09	5.4.019	Audit Peer Review - Working Papers	Documents collected or generated as part of the process of reviewing other state agency internal audit programs. Includes but is not limited to: self assessments, worksheets, surveys or questionnaires, evaluations, and other documents as described in the State Agency Internal Audit Forum (SAIAF) Peer Review Manual.	AC	1			After final report has been issued.			Government Code, 2102.007(a)(5)
IAD10	1.1	State Auditor's Office (SAO) Coordination of Investigation Letters	Summary documenting IAD coordination efforts for SAO investigations.		3					Maintained on SharePoint site.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
IAD11	1.1	Allegation Results Summary Memorandum and Files	Any documentation—completed or in progress—supporting an allegation.		3					Maintained on SharePoint site prior to allegation becoming a full investigation. Upon determination that an allegation is a full investigation, project information to be stored in TeamMate rather than on SharePoint site. NOTE: Working papers and draft reports may be confidential, per Government Code Chapter 552.116.	
MCD01	1.1	CVR (Commercial Vehicle Registration) Applications Files	Forms, compliance letter, status sheets, equipment reports, dismissal/cancellation correspondence.	FE	3					Canceled files retained through FE in office.	
MCD02	1.1	CVR Registration	Equipment reports, renewals, returned cab cards.		3						
MCD03	1.1	Intrastate Registration Forms	Equipment reports, substitutions, lost cab cards affidavits, and returned cab cards.	FE	3						
MCD04	1.1	Intrastate Send-back and Refund Letters		FE	3						
MCD08	1.1	Permit Requests	Permit requests received by mail, fax and phone.	AC	3			Date of Permit request.		Audio recordings stored electronically within phone system. Paper records converted to electronic media for duration of required retention period.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
MCD09	1.1	Vehicle Size and Weight Reports with the Federal Highway Administration	Vehicle size and weight enforcement plan, vehicle size and weight enforcement certification.	FE	3						
MCD10	1.1	Motor Carrier Audit Files	Copies of motor carrier audit reports, correspondence, and complaints.	PM							
MCD12	1.1	Permit Bonds	Bond certificates, attached letters, and name change applications required for eligibility to purchase permits.	AC	4			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.	
MCD13	5.1	Hubometer Permits	Oversize/overweight permits.	AC	3			Renewal or closeout of permit.		Paper records converted to electronic media for duration of required retention period.	
MVD01	1.1	Dead Files	Unapproved licensed applications	AV						Paper records converted to electronic media for duration of required retention period.	
MVD02	1.1	Docket Files - Consumer Affairs - Heard		AC	7			After closed.			
MVD03	1.1	Docket Files - Not heard		AC	3			After closed. Statutes of limitations to be met before closure.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
MVD04	1.1	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			After close of license.		Paper records converted to electronic media for duration of required retention period.	
MVD05	1.1	Motor Vehicle Dealer Surety Bonds	Bonds related to dealer plates.	AC	4			After expiration of bond.		Paper records converted to electronic media for duration of required retention period.	
MVD06	1.1	Vehicle Shows and Display	Records to include applications, correspondence, related reports.	AC	4			After close of event.			
MVD07	1.1.014	Legal Opinions and Advice from Attorney General and Motor Vehicle Division Legal Counsel	Includes any requests affecting the opinions.	PM					R	Attorney General's copy retained permanently. Do not destroy these records locally. Consult with agency records management officer for disposition. CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.	Texas Government Code Chapter 51.204(d)-(f)
MVD08	1.1.038	Motor Vehicle Division Customer Service Surveys		AC				Final disposition of summary report.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
MVD09	1.1.073	Docket Files	Licensing and enforcement to include docket assignments, case status abstracts, and related correspondence and reports.	AC	3			After close of license.	E	Selected paper records, at the discretion of the Motor Vehicle Division, converted to electronic media for duration of required retention period.	
MVD10	1.1.073	Notices of Hearings, Orders, and Proposals for Decision	Notices of hearing, orders, and Proposals for Decision issued in cases brought under Chapter 2301 of the Texas Occupations Code.	PM					R	Work of significant precedence to be offered to Archives and Information Services Division, Texas State Library and Archives Commission.	Texas Occupations Code Chapter 2301
MVD11	1.1.073	Administrative Complaints and Show Causes	Orders and complaints, hearing records in cases brought under Chapter 2301 of the Texas Occupations Code.	AC	10			Final decision of Administrative Hearing.	R	Closed files may be managed on AC, CE or FE basis. Information related to reasonably anticipated litigation or administrative enforcement action may be confidential. Do not destroy these records locally. Consult with agency records management officer for disposition.	Texas Occupations Code Chapter 2301
VCP01	1.1	Annual Activity Report		AC	6			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.	Texas Transportation Code Chapter 1006.101



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end

FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
VCPO2	1.1	Funds Receipt and Disbursement Reports	Pertaining to receipts and disbursements of preceding fiscal year.	AC	6			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.	Texas Transportation Code Chapter 1006.155
VCP03	1.1.055	Plan of Operation	Biennial operational plan.	AC	6			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.	Texas Transportation Code Chapter 1006.102
VTR01	1.1	Auction Sales Receipt Logs		CE	3						
VTR02	1.1	Dealer Re-assignment Logs		CE	3						
VTR03	1.1.077	Request for Motor Vehicle Information	Form VTR-275.	FE	2					Filed electronically. Paper records converted to electronic media for duration of required retention period.	
VTR04	1.1	Secure Power of Attorney Logs		CE	3						
VTR05	4.1	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			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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
VTR06	4.2	Batches (out-of-state)	Transmittals filed by other IRP jurisdictions to make their carriers legal to run their trucks through Texas.	CE	3					Paper records converted to electronic media for duration of required retention period.	
VTR07	4.3	Permit Applications	Application receipts, 72-hour, 144-hour, 30-day, one-trip, and annual permits.	CE	2					Paper records converted to electronic media for duration of required retention period.	
VTR08	5.1	One-check Deposits/Transmittals	Billings and invoices of fees paid to IRP (International Registration Plan) states from Texas-based trucking companies.	CE	3					Paper records converted to electronic media for duration of required retention period.	
VTR09	5.2	Office Files	Detailed control records for accountable items assigned to regional offices (i.e.; inventory).	AC				Clearance of expired items by annual audit by division Internal Review.			
VTR10	5.6	Abatement of Junk Vehicles		AC	1			After closed.			
VTR11	5.6	Alias Exempt Authorizations and Title Application Files		AC	1			After expiration of title.		Paper records converted to electronic media for duration of required retention period.	
VTR12	5.6	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					IRP (International Registration Plan) by-laws require CE+3 for audit purposes. Paper records converted to electronic media for duration of required retention period.	
VTR13	5.6	Certificates of Title Surety Bonds		AC	3			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.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
VTR14	5.6	Damaged Title File	Documentation explaining why titles were reprinted.	AC				Annual audit by division internal review.			
VTR16	5.6	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				Annual audit by division Internal Review. Forms controlled by numbering system for security.			
VTR17	5.6	Logging Truck Affidavits	Form VTR-225.	AC	1			Date of affidavit expiration.			



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
VTR18	5.6	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					Primary title history documentation. New records are filed electronically. Paper records converted to electronic media for duration of required retention period.	
VTR19	5.6	Optional County Fees	Notification letters and court orders from counties.	CE	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
VTR20	5.6	"Pattern" Auction Ownership Documentation	New program through MyPlates.	FE	25					Auction of alpha-numeric plates for 10 or 25 year periods. Scan and file electronically.	
VTR21	5.6	Qualifying Military File	Related to application.	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.	
VTR22	5.6	Reciprocity Agreements	Includes related correspondence between other states and Texas, and reference file on International Registration Plan (IRP) and agreements.	AC	4			Completion, expiration, or termination of the agreement according to its terms.		Paper records converted to electronic media for duration of required retention period.	
VTR23	5.6	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							



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

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

1. Agency Code: 608		2. Agency Name: Texas Department of Motor Vehicles									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
VTR24	5.6	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			Once fee credit has been applied.			
VTR25	5.6	Salvage Yard Files	Listing of surrendered motor vehicle certificates of title and license plates (VTR-340) and related documents (VTR-203, -207).	CE	1						
VTR26	5.6	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			Date of execution of power of attorney.		State retention for three years per National Highway Traffic Safety Administration (NHTSA).	
VTR28	5.6	Unresolved Suspended, Revoked, and Canceled Vehicle Titles/registrations	Includes related correspondence.	FE	10					After resolution, paper records converted to electronic format and retained with title histories for duration of required retention period.	
VTR29	1.1	Notifications of Seized and Destroyed Placards			2						Transportation Code Chapter 681.012