

July 21, 2021



Karol Davidson
Attorney
Texas Juvenile Justice Department
4900 North Lamar Blvd.
Austin, Texas, 78758

Dear Attorney Davidson,

Amendment 1 of the 3rd recertification of your agency's records retention schedule is approved for use as of **7/13/2021** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

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

Joslyn Ceasar
512-463-5477
jceasar@tsl.texas.gov

Sincerely,

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

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TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*

SLR 105C

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



STATE OF TEXAS

Records Retention Schedule Certification

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 644
Agency Name Texas Juvenile Justice Department

(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 Karol Davidson
Digitally signed by Karol Davidson
Date: 2021.03.31 08:12:44 -05'00'

Name (Print or type) Karol Davidson
Date 03/31/2021

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 Mera
Name (Print or type) Gloria Mera
Date 7-13-21

Cert/Recert No. 3 Amendment No. 1

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)



Records Retention Schedule

1. Agency Code: 644		2. Agency Name: Texas Juvenile Justice Department									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
1.1.002-TJJD	1.1.002	Audits	Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC	7			Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	
1.1.004-TJJD	1.1.004	Legislative Appropriations Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
1.1.006-TJJD	1.1.006	Complaint Records	Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC	2			Final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048.	

Retention Codes (field 7)

AC – See event trigger 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

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					Years	Months	Days				
1.1.007-TJJD	1.1.007	Correspondence – Administrative	Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	FE	4				A	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), March 30, 1999. This appraisal was for the Texas Youth Commission Schedule, from which this record series originates. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number	

<p>Retention Codes (field 7)</p> <p>AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of Asset PM – Permanent US – Until Superseded</p>	<p>Archival Codes (Field 10)</p> <p>A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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					Years	Months	Days				
*1.0.008-TJJD		Facility Administration Records	Administrative records used to operate the facilities and youth programs. Includes Halfway Houses, District Offices and Parole Offices.	FE	3						
1.1.008-TJJD	1.1.008	Correspondence – General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	FE	2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	
1.1.010-TJJD	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						

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					Years	Months	Days				
1.1.011-TJJD	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US	3				A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the executive orders to the Archives and Information Services Division, Texas State Library and Archives Commission.	

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

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					Years	Months	Days				
1.1.014-TJJD	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, 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. SEE item number 1.1.048. ARCHIVES NOTE: Materials relating to cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Library and Archives Commission. Contact the State Archives when these records have met their retention periods.	
*1.0.015-TJJD		PREA Unannounced Visit Logs	Logs used to document Unannounced Rounds conducted by intermediate or upper level supervisors pursuant to PREA Standard 115.313(e) to identify and deter incidents of staff sexual abuse or sexual harassment.	FE	3						

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					Years	Months	Days				
*1.0.016-TJJD		PREA Annual Reports	Annual report completed by the agency's PREA Coordinator that is compiled based upon data that is reviewed and aggregated as part of the annual Survey of Sexual Victimization (SSV) for the Department of Justice (DOJ).	CE	10					PREA Standard 115.388	
1.1.019-TJJD	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by an agency.	FE	2				A	Archival review code changed to "A" subsequent to appraisal by the Archives	
1.1.020-TJJD	1.1.020	Public Information Requests – Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Public Information Act (Chapter 552, Government Code)	AC	2			Date request fulfilled.		See 8.0.004-TJJD Youth Records Request for all other youth records requests including subpoena, education and medical requests.	
1.1.021-TJJD	1.1.021	Public Information Requests – Exempted	Includes all correspondence and documentation relating to requests for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC	2			Date of notification that records are exempt.			
1.1.023-TJJD	1.1.023	Organization Charts		US					A	Copies of the chart appear in the strategic plans of the agency.	

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					Years	Months	Days				
1.1.024-TJJD	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule	AC	3			Decision made to implement or not to implement result of planning process.	R	ARCHIVES NOTE: Data processing planning records are not archival.	
1.1.026-TJJD	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.			
1.1.027-TJJD	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
1.1.038-TJJD	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC	3			Final disposition of summary report.		SEE item number 1.1.067A and 1.1.067B for summary reports compiled from customer surveys.	

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					Years	Months	Days				
1.1.040-TJJD	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC				End of term in office or termination of service in a state position.	A	Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), March 30, 1999. This appraisal was for the Texas Youth Commission Schedule, from which this record series originates. The archival requirement is met by sending the	
1.1.041-TJJD	1.1.041	Suggestion System Records	Suggestions submitted by agency personnel and responses.	FE	1						
1.1.043-TJJD	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1						
1.1.048-TJJD	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	10			As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	

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					Years	Months	Days				
1.1.053-TJJD	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC	4			Report filed with the Texas Ethics Commission + FE.			

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					Years	Months	Days				
1.1.055-TJJD	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with 2054.095 and 2056.002, Government Code.	AC	6			September 1 of odd-numbered calendar years.	A	The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
1.1.056-TJJD	1.1.056	Americans with Disabilities Act (ADA) Documentation	Self-evaluations and plans documenting compliance with the requirements of the American with Disabilities Act.	FE	3						28 CFR 35.105(c).

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					Years	Months	Days				
1.1.057-TJJD	1.1.057	Transitory Information	<p>Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.</p>	AC				Purpose of record has been fulfilled.		The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014). CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.	

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					Years	Months	Days				
1.1.058-TJJD	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.	PM					A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.	
1.1.059-TJJD	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			The date of the meeting or completion of pending action involving the meeting, whichever is later.		SEE caution comment at item number 1.1.058.	Government Code, 551.104(a).

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					Years	Months	Days				
1.1.060-TJJD	1.1.060	Meetings, Audio or Videotapes of Open	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	Official approval of written minutes of the meeting by the governing body of an agency.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.	
1.1.061-TJJD	1.1.061	Meeting – Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	Approval of the formal minutes by the governing body.		SEE caution comment at item number 1.1.058.	
1.1.062-TJJD	1.1.062	Meetings – Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	FE	2				A	SEE caution comment at item number 1.1.058. 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.	

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1.1.063A-TJJD	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation taken at internal agency staff meetings.	FE	1					Includes but is not limited to Risk Management Safety & Health Committee Minutes and Risk Management Board Minutes.	
1.1.063B-TJJD	1.1.063	Special Services Committee Meeting Minutes and Multidisciplinary Team Meeting Minutes		FE	3						
1.1.064-TJJD	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
1.1.065-TJJD	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 item number 1.1.064.	

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					Years	Months	Days				
1.1.066-TJJD	1.1.066	Reports - Biennial or Annual Agency (Narrative)	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			September 1 of odd numbered calendar years.	A	The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
1.1.067A-TJJD	1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	FE	3				A	Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), March 30, 1999. This appraisal was for the Texas Youth Commission Schedule, from which this record series originates. The archival requirement is met by sending to State Publications Depository Program of the of the Library and Archives Commission.	

Retention Codes (field 7)

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 CE – Calendar year end

FE – Fiscal year end

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

Records Retention Schedule

1. Agency Code: 644		2. Agency Name: Texas Juvenile Justice Department									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
1.1.067B-TJJD	1.1.067	Reports and Studies (Non-Fiscal) -Research Department	Annual, sub-annual, or special reports or studies on non-fiscal aspects of the Texas Juvenile Justice Department's programs, services, or projects compiled by the Research Department or by consultants under contract for the Research Department.	PM					A	Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), 1999. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.	
1.1.068-TJJD	1.1.068	Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			September 1 of odd-numbered calendar years.			
1.1.069-TJJD	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.	FE	1					CAUTION: SEE item number 1.1.064.	

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					Years	Months	Days				
1.1.070A-TJJD	1.1.070	Agency Rules, Policies and Procedures – Final	Policy manuals, operations manuals, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	15			Completion or termination of program, rules, policies, or procedures.	A	Fifteen years per Texas Juvenile Justice Department (TJJD) Legal Department. SEE ALSO: Agency Rules, Policies and Procedures – Working Files, item number 1.1.071. Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), 1999. This appraisal was for the Texas Youth Commission Schedule, from which this record series originates. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.	

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					Years	Months	Days				
1.1.070B-TJJD	1.1.070	Guidelines, Handbooks and Reference Materials	Handbooks and reference materials or similar records distributed internally that explain or provide implementation guidelines for agency programs or activities.	AC	3			Changes to or termination of guidelines, handbooks and reference materials.	A	Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), 1999. The archival requirement will be met by sending a copy to the Archives and Information	
1.1.071-TJJD	1.1.071	Agency Rules, Policies and Procedures – Working Files	Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	5			Completion or termination of program, rules, policies or procedures.	R		
1.1.072-TJJD	1.1.072	Public Information Reports	Reports made to the Office of the Attorney General on an agency's Public Information Act activities.	FE	2						

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1.1.073-TJJD	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			Last action.	R		
1.1.074-TJJD	1.1.074	Sunset Review Report and Documentation		AC	3			After the subsequent Sunset Review.	R		
1.1.075-TJJD	1.1.075	Alternative Dispute Resolutions – Final Agreement	Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			Date of final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071.
1.2.001-TJJD	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3						
1.2.003-TJJD	1.2.003	Forms History File	Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC	3			Discontinuance of use of form.			

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1.2.004-TJJD	1.2.004	Forms Inventory	Any periodic listing of all forms used internally or externally by an agency.	US							
1.2.005-TJJD	1.2.005	Records Retention Schedule (SLR 105)	Agency copy. Formerly RMD 105. Includes documentation of certification and approval-forms SLR 105C (formerly RMD 105C) and/or other forms designated by the State Records Administrator.	US						NOTE: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission (TSLAC).	
1.2.006-TJJD	1.2.006	Records Transmittal Forms	Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission (TSLAC), by the agency records management officer.			
1.2.008-TJJD	1.2.008	Request for Authority to Dispose of TJJD State Records (RMD 102)	Agency copy.	FE	3					Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission (TSLAC).	

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					Years	Months	Days				
1.2.010-TJJD	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	FE	20						
1.2.011-TJJD	1.2.011	Record Center Storage Approval Forms (RMD 106)	Agency copy.	US							
1.2.012-TJJD	1.2.012	Records Inventory Worksheets		US							
1.2.013-TJJD	1.2.013	Records Control Locator Aids	Includes indexes, card files, shelf lists, registers, guides, etc.	AC				When control aid is updated, revised, or no longer needed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	

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					Years	Months	Days				
1.2.014- TJJD	1.2.014	Records Management Plans	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						

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					Years	Months	Days				
1.2.015-TJJD	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1						
1.2.016-TJJD	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Agency copy of form.	AC				Until superseded or termination of service.			

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					Years	Months	Days				
1.3.001-TJJD	1.3.001	State Publications	<p>One copy of each state publication that is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency, and is publicly distributed. Includes publications distributed in print; on microform; as audiovisual material; as interactive media or on electronic external storage device; as an on-line publication; as one or more text, graphic, or other digital files; or as a user interface to a computer database.</p> <p>Some publications may be subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC+6.</p>	AC	2			Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).	

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					Years	Months	Days				
1.3.002-TJJD	1.3.002	Publication Development Files	Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R		
1.0.001-TJJD		American Correctional Association (ACA) Action Plans	Central Office initiated action plans to identify and determine readiness of facilities for accreditation audits.	AC	3			Implementation of plan.			
1.0.002-TJJD		American Correctional Association (ACA) Files	ACA Accreditation standards and documentation worksheets and proposed standard revisions by TJJD for ACA approval.	AC	1			Worksheet is revised, updated or superseded.			
1.0.003-TJJD		American Correctional Association (ACA) Audit Files	Audit files, facility initiated plans of action, and reports for TJJD Facilities, Halfway Houses, and District Offices.	AC	7			Panel Review Hearing.			

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					Years	Months	Days				
1.0.005-TJJD		Board Member Information	Board appointment notice from the Governor's office, TJJD Employment data sheet, TJJD Election regarding release of certain personal information, Information security and non-disclosure agreement, W-4 form, Training certifications, Secretary of State and Statement of Officer.	AC	10			No longer serving on board.			
1.0.006-TJJD		Records Request Log	Record of all records requests submitted to TJJD.	FE	5					NOTE: Tracking Log of any and all Public Information Request – Not Exempted and Public Information Request – Exempted.	
1.0.007-TJJD		Facility Historical Scrapbooks		AV					A	The archival requirement is met by sending the scrapbooks to the agency records manager for submission to the State Archivist when no longer administratively valuable to the facility.	
1.0.010-TJJD		Facility Records of Tip Call Line	All records and logs or calls from facilities to the TIP Call Line operated by the Office of the Inspector General (OIG).	FE	2						

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					Years	Months	Days				
1.0.011-TJJD	5.4.003	Weekly Departmental Safety-and-Sanitation Inspection for High-Restriction Facilities (RMT-200) (RMT stands for Risk Management)	Inspection is for sanitation, cleanliness, general safety, and fire safety in facility.	AC	3			Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.			
1.0.012-TJJD		Weekly Safety and Sanitation Inspection Tracking Log (RMT-225)	The Weekly Safety and Sanitation Inspection Tracking Log (RMT-225) is used to ensure that the Weekly Departmental Safety-and-Sanitation Inspection for High-Restriction Facilities (RMT-200) forms are completed for each month	FE	3						
1.0.014-TJJD		DVR (Digital Video Recorder) Quality Assurance	Daily DVR monitoring log. Scanned onto the M drive for review.	AC			90	Review completed.		If an investigation results, the video becomes part of the respective investigation: i.e. 14.0.002 Administrative Investigation Case Files or 14.0.005 Criminal Investigation Case Files.	

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					Years	Months	Days				
2.1.001-TJJD	2.1.001	Processing Files	Machine-readable files used in the creation, utilization, and updating of master files including printing raw data input, maintenance and test working and transactional files.	AC				Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
2.1.002-TJJD	2.1.002	Master Files	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	
2.1.007-TJJD	2.1.007	Software Programs	Automated software applications and operating system files including job control language, program listing/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.

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

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2.1.009-TJJD	2.1.009	Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.

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2.1.010-TJJD	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				All audit requirements have been met.			
2.1.011-TJJD	2.1.011	Finding Aids, Indexes and Tracking Systems	Automated indexes, lists, registers, and other finding aids used to provide access to records	AC				The related records have been destroyed.		CAUTION: These records must carry the same retention period and archival code as the records they support.	
2.2.001-TJJD	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV							
2.2.002-TJJD	2.2.002	Chargeback Records to Data Processing Services Users	Records used to document, calculate costs, and bill program units for computer usage and data usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE	3						
2.2.004-TJJD	2.2.004	Computer Job Schedules and Reports	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.			3					

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2.2.010-TJJD	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See item number 2.1.009.	
2.2.011-TJJD	2.2.011	Batch Data Entry Control Records	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC				When reconciliation confirmed.			
2.2.012-TJJD	2.2.012	Output Records for Computer Production	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV							
2.2.013-TJJD	2.2.013	Quality Assurance Records	Information verifying the quality of systems, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				No longer needed as an audit trail for any records modified.			

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					Years	Months	Days				
2.2.014-TJJD	2.2.014	Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV						The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
2.2.015-TJJD	2.2.015	History Files – Web Sites	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer	AV							
2.2.016-TJJD	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						
2.0.001-TJJD		Information Technology Administration Records	Administrative records used to operate the TJJD Information Technology Department.	AC	2			Until superseded, date of expiration, or date of termination, whichever is sooner.			

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					Years	Months	Days				
*3.0.003-TJJD		Personnel Files	May include, but is not limited to: employment applications and transcripts; certificates and licenses; agreements and acknowledgments; personal data; public access option forms; correspondence; benefit selections; training and awards; resignations; exit surveys; performance evaluations; personnel corrective action documentation; personnel disciplinary action documentation; personnel information or action forms, refund applications; and unemployment compensation records.	AC	5			AC = termination of employment		NOTE: At the end of the retention period, records are purged of information needed for Former Employee Verification Files, RSIN 3.3.011/AIN TJJD 3.3.011 State RSIN 3.1.002, 3.1.011, 3.1.019, 3.1.020, 3.1.021, 3.1.022, 3.1.027, 3.1.037, 3.1.038, 3.3.028.	29 CFR 1602.31, 1620.32(c).
3.1.001-TJJD	3.1.001	Applications for Employment – Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	FE	2					TJJD Personnel Policy (PRS) manual 05.11(b)(5).	29 CFR 1602.31.

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					Years	Months	Days				
3.1.002-TJJD	3.1.002	Applications for Employment – Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			Termination of employment.			
3.1.006-TJJD	3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisor level except in those agencies with counseling staff.	AC	5			Termination of employment.			
3.1.011-TJJD	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 item number 3.2.001.	
3.1.012-TJJD	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	FE	2					TJJD PRS manual 05.11(b)(5).	29 CFR 1602.31.

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					Years	Months	Days				
3.1.013A-TJJD	3.1.013	Employment Contracts	a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the contract according to its terms.			Government Code, 441.1855
3.1.013B-TJJD	3.1.013	Employment Contracts	b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			Expiration or termination of the contract according to its terms.			Government Code, 441.1855
3.1.014-TJJD	3.1.014	Employment Selection Records	Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results, and all other records that document the selection process.	FE	2					TJJD PRS manual 05.11(b)(5). CAUTION: Does not include criminal history checks. SEE item number 3.1.026.	29 CFR 1602.31.

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3.1.018-TJJD	3.1.018	Grievance Records (Personnel)	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	5			Final decision on the grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 1.1.048.	
3.1.019-TJJD	3.1.019	Performance Appraisals		AC	5			Termination of employment.			29 CFR 1620.32(c).
3.1.020-TJJD	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			Termination of employment.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021.	

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					Years	Months	Days				
3.1.021-TJJD	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC	5			Termination of employment.			
3.1.022-TJJD	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation	AC	5			Termination of employment.			29 CFR 1602.31.
3.1.023-TJJD	3.1.023	Position / Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			Until superseded or job eliminated.			40 TAC 815.106(i).
3.1.024-TJJD	3.1.024	Physical Examinations / Medical Reports	Medical or physical exam reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	5			Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examination. See item number 3.1.014.	

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3.1.026-TJJD	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				The criminal history record has served the immediate purpose for which it was obtained.		TJJD PRS manual 05.14.CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
3.1.027-TJJD	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing or continuing education achievements of an employee.	AC	5			Termination of employment.			
3.1.029-TJJD	3.1.029	Employment Eligibility, Documentation or Verification of Federal Reporting Form (INS I-9)		AC	5			Termination of employment.		CAUTION: Federal regulation requires that INS I-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees	8 CFR 274a.2(b)(2)(i)(A) and (c)(2).
3.1.031-TJJD	3.1.031	Employee Benefits – Other than Insurance	Agency copies of information relating to the selection of available benefit options other than insurance.	AC	5			Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.	

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					Years	Months	Days				
3.1.034-TJJD	3.1.034	Resumes – Unsolicited	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV						SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
3.1.035A-TJJD	3.1.035	Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028. SEE related item 5.1.001 Contracts and Leases.	Government Code, 441.1855
3.1.035B-TJJD	3.1.035	Performance Bonds	Bonds posted by employees and individuals or entities under contract with an agency for the performance of the duties of a position or the terms of a contract with the agency. b)	AC	4			Expiration or termination of the bond according to its terms.		CAUTION: Does not include construction or architectural surety bonds. SEE item number 5.2.028. SEE related item 5.1.001 Contracts and	Government Code, 441.1855
3.1.036-TJJD	3.1.036	Apprenticeship Records	Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	FE	5						29 CFR 30.8(e).

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					Years	Months	Days				
3.1.037-TJJD	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.	AC	5			Termination of employment.			
3.1.038-TJJD	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 6552.024	US						SEE item number 3.3.011.	
3.2.001-TJJD	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	5			After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
3.2.002-TJJD	3.2.002	Employee Earnings Records		FE	4						40 TAC 815.106(i).
3.2.003-TJJD	3.2.003	Federal Tax Records	Includes 1099, W2, 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).
3.2.004-TJJD	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement or in the computation of taxes.	AC	5			Termination of employment.			29 CFR 516.6(c).
3.2.005-TJJD	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate."	AC	5			Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1(e)(2).
3.2.006-TJJD	3.2.006	Wage Rate Tables		FE	2						29 CFR 516.6(a)(2).

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3.2.007-TJJD	3.2.007	Unemployment Compensation Records		AC	5			Termination of employment.			
3.2.008-TJJD	3.2.008	Direct Deposit Application / Authorizations		AC	5			Until superseded, changed, revised, or termination of employment, whichever sooner.			
3.2.009-TJJD	3.2.009	State Deferred Compensation Records		AC	5			All accounts with a vendor or vendors for the individual participant have been closed.		For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	
3.2.010-TJJD	3.2.010	Human Resources Information System (HRIS) Reports	Includes supporting documentation.	AC	4			Date report verified.			
3.3.004-TJJD	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US	1						29 CFR 1627.3(b)(2).
3.3.010-TJJD	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	FE	3						

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3.3.011-TJJD	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form	AC	75			Termination of employment.		See item number 3.1.038.	
3.3.015-TJJD	3.3.015	Positions / Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
3.3.020-TJJD	3.3.020	Work Schedule / Assignments	Work, duty, shift, crew or case schedules, rosters, or assignments.	FE	1						
3.3.022-TJJD	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	FE	3						
3.3.023-TJJD	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.	AC	3			No longer participating in the program + FE.			
3.3.024-TJJD	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	15						
3.3.025-TJJD	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						

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3.3.026-TJJD	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
3.3.027-TJJD	3.3.027	Aptitude and Skills Tests	Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US	2					CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.31.
3.3.028-TJJD	3.3.028	Aptitude and Skills Tests (Test Papers)	Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	FE	2						29 CFR 1602.31.
3.3.029-TJJD	3.3.029	Aptitude and Skills Tests (Validation Records)	Records of the validation of aptitude and skills tests.	AC	2			As long as the test is used by agency.			29 CFR 1602.31.

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3.3.030-TJJD	3.3.030	Training Administration Records	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects	US	2					CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.	
3.3.031-TJJD	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.	FE	3						29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.
3.3.032-TJJD	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.	FE	3						29 CFR 1620.32.
3.4.001-TJJD	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and close out leave accounts on separated employees.	FE	3						
3.4.002-TJJD	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						

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3.4.003-TJJD	3.4.003	Less Than Full-Time Worked Reports	Dates and hours.	FE	4						40 TAC 815.106(i).
3.4.004-TJJD	3.4.004	Overtime Authorizations		FE	2						
3.4.005-TJJD	3.4.005	Overtime Schedules		FE	2						
3.4.006-TJJD	3.4.006	Time Cards and Time Sheets		FE	4						40 TAC 815.106(i).
3.4.007-TJJD	3.4.007	Time Off and/or Sick Leave Requests		FE	3						
3.4.008-TJJD	3.4.008	Sick Leave Pool Documentation	Requests submitted, approvals, number of hours transferred in and out, etc.	AC	5			Termination of employment.			
3.0.002-TJJD	3.3.030	Training Roster, Verification and Evaluation Forms		FE	5					CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.	
3.0.006-TJJD	3.1.018	Special Investigation Files	Includes sexual harassment, unlawful discrimination and other serious improprieties findings, summary of evidence, conclusions regarding policy violation and case file working papers.	AC	5			Final decision on the special investigation.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U.S. Department of Labor. SEE item number 1.1.048.	

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					Years	Months	Days				
3.0.007-TJJD	3.1.021	Disciplinary Hearings and Related Administrative Reviews	County Juvenile Probation or Supervision Officer Disciplinary Hearing and Administrative Review Packets; State Office of Administrative Hearing documents, legal orders and supporting documentation revoking a Juvenile Probation Officer (JPO) or Supervision Officer's (JSO) certification.	AC	5			Termination of employment or final board decision on certification discipline, whichever is later.			
3.0.008-TJJD		Grandfather Clause	Correspondence grandfathering Juvenile Probation or Supervision Officers from certification process if hired prior to specific date.	PM							
3.0.010-TJJD		CbS (Community Based Standards) Staff Climate Survey and Script	Obtain staff's opinions about basic safety and security issues and about the extent to which programs are implemented and policies are followed.	US							
4.1.001-TJJD	4.1.001	Accounts Payable Information		FE	3						
4.1.003-TJJD	4.1.003	Canceled Checks / Stubs / Warrants / Drafts		FE	3						
4.1.004A-TJJD	4.1.004	Encumbrance Detail	Monthly by Number.	FE	3						
4.1.004B-TJJD	4.1.004	Encumbrance Detail	Fiscal Year End by Number, Object, Program Cost, Activity.	FE	3						
4.1.005-TJJD	4.1.005	Inventory and Other Cost Files	Production, job, labor, quotes, pricing specifications, warehouse, etc.	FE	3						

Retention Codes (field 7)

AC – See event trigger for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end

Retention Codes (field 7)

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

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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Records Retention Schedule

1. Agency Code: 644		2. Agency Name: Texas Juvenile Justice Department									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
4.1.006-TJJD	4.1.006	Investment Transaction Files		FE	3						
4.1.007-TJJD	4.1.007	Transfers or Budget Revisions	Transfers or adjustment to budgets.	FE	3						
4.1.008-TJJD	4.1.008	Electronic Fund Transfers	Direct Deposit Registers.	FE	3						
4.2.001-TJJD	4.2.001	Cash Deposit Vouchers	Cash deposit slips.	FE	3						
4.2.002-TJJD	4.2.002	Cash Receipts	Includes receipts for fees (permits, licenses, renewals, etc.).	FE	3						
4.2.003-TJJD	4.2.003	Daily Cash Receipts Logs	Daily balance sheets.	FE	3						
4.2.004-TJJD	4.2.004	Encumbrance Vouchers	Orders, statements, change orders, etc.	FE	3						
4.2.005-TJJD	4.2.005	Purchase Vouchers	Requisitions, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE	3					See also 4.0.001-TJJD Purchases Orders.	
4.2.006-TJJD	4.2.006	General Journal Vouchers		FE	3						
4.2.007-TJJD	4.2.007	Expenditure Vouchers	Travel, payroll, credit card, etc.	FE	3						
4.3.002-TJJD	4.3.002	Receipts Journals or Registers		FE	3						
4.3.003-TJJD	4.3.003	Expenditures Journals or Registers	Includes check registers.	FE	3						

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					Years	Months	Days				
4.4.001- TJJD	4.4.001	General and Subsidiary Ledgers		FE	3						
4.4.002- TJJD	4.4.002	Accounts Receivable Ledgers		FE	3						
4.4.003- TJJD	4.4.003	Accounts Payable Ledgers		FE	3						
4.4.004- TJJD	4.4.004	Employee Savings Bond Ledgers		FE	3						

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					Years	Months	Days				
4.5.001-TJJD	4.5.001	Worksheets for Preparing Fiscal Reports		FE	3					Report 1-Location Summary-TJJD Fund, Program Cost Accounts, Annual Object; Report 2-Program Cost Account Summary Annual Fund Annual Object; Report 3-Program Cost Account Summary-Annual Fund, TJJD Object; Report 4-Location Summary-TJJD Fund, Annual Object; Report 5-Summary All Funds-Annual Objectives by TJJD Object; Report 6-Summary by Fund-Annual Fund, Annual Object; Report 7-TJJD Funds, Annual Object/Class, by TJJD Object/ClassProfessional Fees Report.	

<p>Retention Codes (field 7)</p> <p>AC – See event trigger for specific records series definition AV – Administratively valuable CE – Calendar year end</p>	<p>FE – Fiscal year end LA – Life of Asset PM – Permanent US – Until Superseded</p>	<p>Archival Codes (Field 10)</p> <p>A/I – Transfer to State/University Archivist R/O – Review by State/University Archivist</p>
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					Years	Months	Days				
4.5.002-TJJD	4.5.002	Internal Fiscal Management Reports	Includes agency monthly budget reports.	FE	3					Annual Expenses on Selected Object; Annual Student Banking History; Budget Status Reports; Annual Expenditures by LBB Object; Expenditure Comparison Reports; Budget Comparison Reports; Performance Reports; Operating Cost Reports; Minor Objects w/out Budgets Report; Budget Master in LBB Codes; Budget Status Reports; Cost Distribution Reports; Program Activity Reports; Receipts from Vendors Reports; Monitoring Reports.	
4.5.003-TJJD	4.5.003	Annual Financial Reports	Required by the General Appropriations Act (80 Day Report).	PM					A	Agency Controller has determined this record series to be permanent.	
4.5.005-TJJD	4.5.005	External Fiscal Reports	Special purpose – i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE	3					Quarterly Withholding Report; Employee Retirement Reports; Employee Insurance Reports; Deferred Compensation Contribution; Merit Funds Utilization Report; Overtime Funds Paid Report; Quarterly Texas Workforce Report.	
4.5.006-TJJD	4.5.006	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						

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					Years	Months	Days				
4.5.007-TJJD	4.5.007	USAS Reports – Daily		AC				Receipt and reconciliation of monthly report.			
4.5.008-TJJD	4.5.008	USAS Reports – Monthly		AC				Receipt and reconciliation of annual report.			
4.5.009-TJJD	4.5.009	USAS Reports – Annual		FE	3						
4.6.001A-TJJD	4.6.001	Balancing Records - Monthly		FE	3						
4.6.001B-TJJD	4.6.001	Balancing Records - Fiscal Year End		FE	3						
4.6.002-TJJD	4.6.002	Reconciliations	Comptroller Appropriation, Comptroller Revenue, Fixed Asset, Warehouse Inventory, Bank Statement.	FE	3						
4.6.003-TJJD	4.6.003	Cash Counts		FE	3						
4.7.001-TJJD	4.7.001	Accounting Policies and Procedures Manual		US	3						
4.7.002-TJJD	4.7.002	Bank Statements		FE	3						
4.7.003-TJJD	4.7.003	Returned Checks / Warrants / Drafts (Uncollectable)		AC	3			After deemed uncollectible.			
4.7.004-TJJD	4.7.004	Capital Asset Records	Includes Deeds of Trust, Legal ownership document, etc.	LA	3						
4.7.006-TJJD	4.7.006	Comptroller Statements		FE	3						

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					Years	Months	Days				
4.7.007-TJJD	4.7.007	Detail Chart of Accounts	One for all accounts in use for a fiscal year.	FE	3						
4.7.008-TJJD	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	AC	3			Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local		CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the	
4.7.009-TJJD	4.7.009	Fixed Asset Sequential Number Logs		US	3						
4.7.010-TJJD	4.7.010	Long-Term Liability Records	Bonds, etc.	AC	3			Retirement of debt.			
4.7.011-TJJD	4.7.011	Texas Facilities Commission Statements (TFC)	Charge or bill statements received by agencies from the TFC for services provided.	FE	3						
4.7.012-TJJD	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	5			US+FE.			
4.0.001-TJJD	4.2.005	Purchase Orders	Requisitions, orders, receiving reports, change orders, best value determinations, etc.	AC	7			Expiration of termination of the instrument according to its terms.		See also 4.2.005 Purchase Vouchers.	Government Code, 441.1855.
4.0.002-TJJD		Credit Card Listing / Log	List of individuals with agency issued credit cards.	AC	3			US+FE.			
4.0.003-TJJD		Warehouse Issues	Stock, Equipment, Surplus property.	FE	3						

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					Years	Months	Days				
4.0.004-TJJD		Endowment Records		PM							
4.0.005-TJJD		Student Trust Fund Ledger		FE	3						
4.0.006-TJJD		Student Trust Fund Transaction Registers		FE	3						
4.0.007-TJJD		Warrant Registers and Logs		FE	3						
4.0.008-TJJD		Meal Ticket Register	Ticket sale recorded in paid meal register, which contains date, sequence number, price, name issued to, and name of person who issued the ticket.	FE	3					TJJD Accounting (ACC) manual .17.09.	
4.0.009-TJJD		Cash Disbursement Vouchers		FE	3						

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					Years	Months	Days				
5.1.001A-TJJD	5.1.001	Contracts and Leases	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, 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. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the instrument according to its terms.		SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs. SEE related item numbers 3.1.035 Performance Bonds and 5.3.007 Bid Documentation.	Government Code, 441.1855.
5.1.001B-TJJD	5.1.001	Contracts and Leases	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, 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. b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			Expiration or termination of the instrument according to its terms.		SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.	Government Code, 441.1855.

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					Years	Months	Days				
5.1.003-TJJD	5.1.003	Delivery Reports		FE	2						
5.1.004-TJJD	5.1.004	Mail and Telecommunications Listing	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
5.1.005-TJJD	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
5.1.007-TJJD	5.1.007	Requisitions for In-Agency / Inter-Agency Copy / Printing Service	Includes word processing and data processing.	AV							
5.1.010-TJJD	5.1.010	Licenses and Permits for Non-Vehicles	Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC	2			Expiration date of license or permit.			
5.1.011-TJJD	5.1.011	Photocopier and Telefax Usage Logs and Reports		AV							
5.1.012-TJJD	5.1.012	Charge Schedules / Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
5.1.013A-TJJD	5.1.013	Insurance Policies	For vehicles, equipment, etc. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			Expiration or termination of the policy according to its terms.			Government Code, 441.1855.

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					Years	Months	Days				
5.1.013B-TJJD	5.1.013	Insurance Policies	For vehicles, equipment, etc. b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			Expiration or termination of the policy according to its terms.			Government Code, 441.1855.
5.1.014-TJJD	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US	1						
5.1.015-TJJD	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.	FE	1						
5.1.017-TJJD	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land	AC	7			Expiration or termination of the instrument according to its terms.			Government Code, 441.1855.
5.2.001-TJJD	5.2.001	Appraisals – Building or Property	Including those not acquired or no longer being considered.	AV					R	The archival requirement is met by sending the records to the agency records manager for submission to the State Archivist for review, Archives & Information Services Div. of the TSLAC.	

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					Years	Months	Days				
5.2.002-TJJD	5.2.002	Building Construction Project Files	Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC	10			Completion of project.	A	SEE ALSO item numbers 5.2.003 and 5.2.028. Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), March 30, 1999. This appraisal was for the Texas Youth Commission Schedule, from which this record series originates. The archival requirement is met by sending the records to the agency records manager for submission to the Archives & Information Services Division of TSLAC.	
5.2.003A-TJJD	5.2.003	Building Plans and Specifications	Includes architectural and engineering drawings, profiles, and blueprints. State owned.	LA					R	SEE ALSO item numbers 5.2.002 and 5.2.028. ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
5.2.003B-TJJD	5.2.003	Building Plans and Specifications	Includes architectural and engineering drawings, profiles, and blueprints. Leased.	AC	2			Termination or cancellation of lease.		SEE ALSO item numbers 5.2.002 and 5.2.028.	

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					Years	Months	Days				
5.2.004-TJJD	5.2.004	Building Space Requests		FE	1						
5.2.005-TJJD	5.2.005	Calibration Records (Equipment or Instrument)		FE	10						
5.2.006-TJJD	5.2.006	Property Destruction, Certificates of		FE	3						
5.2.007-TJJD	5.2.007	Damage Reports	Reports of damage to state property.	FE	3						
5.2.008-TJJD	5.2.008	Equipment History File	Includes requests for installation, moves, service etc.; and service/ repair logbooks, etc.	LA	7					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	Government Code, 441.1855.
5.2.009-TJJD	5.2.009	Equipment Inventory Detail Report Forms	Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE	3						
5.2.010-TJJD	5.2.010	Equipment Manuals		LA							
5.2.011-TJJD	5.2.011	Equipment Warranties		AC	1			After date warranty expired.			
5.2.014-TJJD	5.2.014	Inventory – Annual Physical	Property, equipment, supply verification, fixed assets.	FE	3						
5.2.015-TJJD	5.2.015	Inventory - Notices of Equipment Removed From		FE	3						

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					Years	Months	Days				
5.2.016-TJJD	5.2.016	Inventory - System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				Transfer of information into annual listing.			
5.2.017-TJJD	5.2.017	Lost and Stolen Property Reports		FE	3						
5.2.018-TJJD	5.2.018	Quality Control Reports		FE	2						
5.2.019-TJJD	5.2.019	Service Orders	Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	FE	1						
5.2.021-TJJD	5.2.021	Surplus Property Sale Reports		FE	3						
5.2.022-TJJD	5.2.022	Utility Usage Reports		AV							
5.2.023-TJJD	5.2.023	Year-to-Date Activity (Inventory Listing)	Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE	3						
5.2.024-TJJD	5.2.024	Material Specifications		AC	2			Material is no longer used in the agency.			
5.2.025-TJJD	5.2.025	Equipment Descriptions and Specifications	Set by the agency.	AC	2			Equipment is no longer in the agency.			

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					Years	Months	Days				
5.2.026-TJJD	5.2.026	Facilities Reservation Logs	Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	FE	2						
5.2.027-TJJD	5.2.027	Space Utilization Report		AV							
5.2.028-TJJD	5.2.028	Building Construction Contract and Inspection Records	Building Construction contracts, surety bonds, and inspection records.	LA	10				R	See Also item numbers 5.2.002 and 5.2.003.	
5.3.002-TJJD	5.3.002	Freight Bills Paid		FE	3						
5.3.003-TJJD	5.3.003	Freight Claims		AC	2			Resolution of claim.			
5.3.004-TJJD	5.3.004	Order - Acknowledgments		FE	4						

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					Years	Months	Days				
5.3.005-TJJD	5.3.005	Packing Slips		AV							
5.3.007A-TJJD	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. a) Associated with a contract executed, renewed, or amended on our after September 1, 2015.	AC	7			Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.	
5.3.007B-TJJD	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. b) Associated with a contract executed, renewed, or amended on our before August 31, 2015.	FE	3					CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.	

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Records Retention Schedule

1. Agency Code: 644		2. Agency Name: Texas Juvenile Justice Department									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
5.3.007C-TJJD	5.3.007	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations. c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.).	AC	2			Date if notification of denial or date of withdrawal, as applicable.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.	
5.3.008-TJJD	5.3.008	Purchasing Logs	Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE	3						
5.3.009-TJJD	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 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 item number 5.3.007.	
5.4.001-TJJD	5.4.001	Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR 1904.33

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					Years	Months	Days				
5.4.002-TJJD	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
5.4.003-TJJD	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	AC	3			Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		TJJD RMT (Risk Management) manual .07.19. TJJD Institutions Operations (INS) manual .51.05.CAUTION: Does not include inspection reports of building construction. See item number 5.2.028.	
5.4.004-TJJD	5.4.004	Fire Orders	Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC	3			Deficiency corrected.			
5.4.007-TJJD	5.4.007	Hazardous Materials Training Records	Records of training given employees in an agency hazard communications program.	FE	5						Texas Health and Safety Code, 502.009(g).
5.4.008-TJJD	5.4.008	Hazard Communication Plans		US	5						Texas Health and Safety Code, 502.009(g).
5.4.009-TJJD	5.4.009	Workplace Chemicals List	Includes Texas Tier Two Report.	FE	30						Texas Health and Safety Code, 502.005(d).
5.4.010-TJJD	5.4.010	Material Safety Data Sheets		AC				After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			

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					Years	Months	Days				
5.4.011- TJJD	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	FE	3						
5.4.012- TJJD	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 is sooner.			
5.4.013- TJJD	5.4.013	Disaster Preparedness and Recovery Plans		US							
5.5.001- TJJD	5.5.001	Billing Detail – Telecommunications (Other Than TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					SEE item number 5.5.006 for TEX-AN billing details.	
5.5.002- TJJD	5.5.002	Long Distance Telephone Logs	Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV							
5.5.004- TJJD	5.5.004	System Activity Reports	Internal listing of all incoming/outgoing telephone activity.	AV							

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					Years	Months	Days				
5.5.006-TJJD	5.5.006	Billing Detail – Telecommunications (TEX-AN)	In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE	3					The billing agency will maintain all long distance TEX- AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.	
5.5.007-TJJD	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						
5.6.003-TJJD	5.6.003	Inspection Repair / Maintenance Records Vehicles		LA	1						
5.6.004-TJJD	5.6.004	License and Driving Record Checks		AC				Until superseded or until termination of employment.			
5.6.005-TJJD	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3						
5.6.007-TJJD	5.6.007	Vehicle Titles and Registration		LA							

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					Years	Months	Days				
5.0.001-TJJD	5.4.001	Auto Accident Report		CE	5						29 CFR 1904.33.
5.0.002-TJJD		Computerized Maintenance Management Proposals		AC	7			Expiration or termination of the instrument according to its terms.			
5.0.003-TJJD		Hazardous Materials Projects		AC	30			Completion of project.			
5.0.004-TJJD		Employee Gate House Sign-in	Used to verify arrival and departure time on campus.			6					
5.0.005-TJJD		Video Surveillance Media	Video of dorm rooms and other areas of the facility.				14			If an investigation results, the video becomes part of the respective investigation: i.e. 14.0.002 Administrative Investigation Case Files or 14.0.005 Criminal Investigation Case Files.	
5.0.006-TJJD		Fire and Hazard Records	Fire report, Fire drill report, schedule, tracking log and reports, hazard report and log.	FE	3					TJJD INS manual .93.17.	

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					Years	Months	Days				
5.0.007-TJJD		Facility Security Records	Operational and administrative security records for TJJD facilities. (Includes documentation of activities taking place in the security building, all entering and leaving, and individual youth records of their time in security along with due process paperwork and logs of staff interaction, youth behavior and documentation of any rule violations and hearings provided.)	FE	3						
5.0.008-TJJD	1.1.069	Daily and Weekly Security Reports	Local security reports prepared and used at TJJD facilities.		1						
5.0.009-TJJD		Dog Records	Records of TJJD security dogs including records of the acquisition of the animal, its registration and pedigree papers (if applicable) records of training and its veterinary history.	AC	2			Until the retirement or sale of the animal.			
5.0.010-TJJD	5.4.011	Visitor Log	Log of people who attended youth visitation at a facility.		3						
5.0.011-TJJD		Shift Activity Logs	Includes Halfway House Daily Communications Log and Institutions Daily Dormitory Shift Log.	FE	3					TJJD INS manual .15.31.	

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					Years	Months	Days				
5.0.012-TJJD		Video - Use of Force	Video specifically captured to document use of force or use of pepper spray.	AC	2			Review by the Office of the Inspector General.		If an investigation results, the video becomes part of the respective investigation: i.e. 14.0.002 Administrative Investigation Case Files or 14.0.005 Criminal Investigation Case Files.	
5.0.013-TJJD		Risk Management Administration Records	Records used in the operation of the risk management program at all agency locations. (Includes all Risk Management Forms).	FE	3						
5.0.014-TJJD		Chemical Logs	RMT (Risk Management) 180, 181 and 182. Daily Tool/Chemical logs for chemical closet in Administration.	CE	1						

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					Years	Months	Days				
5.0.015		Body Worn Camera Media	Recordings captured by body worn cameras worn by correctional officers				90			Recordings that may capture an incident are put on hold until reviewed. If a recording becomes part of an administrative review, the recording is retained as part of the reviewer's investigation or case files record series.	
6.0.001-TJJD		Education Department Work Files and Administrative Records	Attendance Records, Career & Technology Education (CTE), copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the	FE	5						
6.0.002-TJJD	4.7.008	Title I, II, III, IV, V Grants	Every Student Succeeds Act (ESSA, 12/10/15). Records include No Child Left Behind (NCLB) Program-specific provisions & assurances; TJJD Grant Proposal Forms; SC5010 NCLB Data Request Form for Federal Funding; NCLB Applicant Designation; NCLB Consolidated Federal Grant; Gun-Free Schools-District Report; Compliance Reports; Monthly Project Status Reports; Monthly Report of Expenditures; Budget Amendment Requests; Private Non-Profit Participation Report; Texas Education Agency (TEA) Correspondence.	AC	7			Expiration or termination of the instrument according to its terms.		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	

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					Years	Months	Days				
6.0.003-TJJD	4.7.008	Carl Perkins Grant	Records include annual SAS (Statistical Analysis System) grant application, Notice of Grant Award (NOGA), and grant amendments. Other records kept are requisitions and purchase orders for; client services, travel and registration fees for vocational teachers, registration and testing fees for students, capital outlay equipment, tools and equipment, and non-consumable supplies and materials.	AC	7			Expiration or termination of the instrument according to its terms.		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	
6.0.005-TJJD		Curriculum Guides and Planning Documents	Includes lesson plans, project and study plans developed by teachers; Course Scope and Sequence.	FE	1						
6.0.006-TJJD		Special Education / Bilingual Grants		AC	7			Expiration or termination of the instrument according to its terms.		CAUTION: Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period.	

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					Years	Months	Days				
6.0.007-TJJD		Special Education Student Eligibility Records	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational (IEP) and transitional (ITP) plans; parental consent forms for testing and placement; and other records of services required under federal and state regulation.	AC	7			Starts the year youth is no longer participating in the program + FE.		CAUTION: Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.	34 CFR 300.573
6.0.009A-TJJD		Student Academic Records – Permanent	Includes: High school diploma, Most current college transcript, GED certificate and/or transcript, Most current high school transcript from TJJD, High school transcripts from previous school, EDU-160 - Workforce Development course certificates, Official industry/vocational certificates and STAAR Participation and Linguistic Accommodation Decisions – (TEA form).	PM							

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					Years	Months	Days				
6.0.009B-TJJD		Student Academic Records - Supplemental	Includes: Enrollment/Registration Forms, Withdrawal Forms, Test and Academic Measurement Reports, Course Completion Forms, most recent report card and Home Language Surveys	AC	7			Starts the year youth is discharged from TJJD + FE.			
6.0.011-TJJD		Youth Workforce Development Records	All records of youth participation in the Workforce Development Reentry Services program.	FE	1						
6.0.012-TJJD		Attendance	Includes: Requests for waiver of TEA policies/rules (granted or not granted).	FE	5						
6.0.013-TJJD		School Calendar		FE	2						

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					Years	Months	Days				
6.0.014- TJJD		Division Planning Records	Self-studies; planning documents used to establish goals and indicators; achievement reports; and similar records created to plan for and monitor progress.	AV						Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.	

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					Years	Months	Days				
6.0.015-TJJD		Data Verification Reports and Surveys	Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in Texas Education Agency (TEA) or other agency databases and similar documents seeking confirmation of the accuracy of current data information. Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or	AV						Reports sent by Texas Education Agency (TEA) or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to Texas Education Agency (TEA), such as forms used to confirm and/or update data for the Texas School Directory. CAUTION: It is an exception to the retention period.	
6.0.016-TJJD		Grade Books and Report Cards	Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	AC	1			Entry of grades on high school transcript.			
6.0.017-TJJD		Textbook Records	Includes: Procurement records, Inventory, order notification from TEA, disposition by donation or destruction of expiring or out-of-adoption textbooks.	FE	2						

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					Years	Months	Days				
6.0.018-TJJD		Special Education Student Records & Section 504 Program Records	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation. Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	AC	5			Starts the year youth is no longer participating in the program + FE.		It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number 6.0.009A] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record. Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.	34 CFR 300.573

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					Years	Months	Days				
6.0.019-TJJD		Bilingual & Special Language Program	Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	AC	5			Starts the year youth is no longer participating in the program + FE.		This record group does not include the special education records of students with dyslexia or related disorders receiving special education services. SEE ALSO: Special Education Student Records & Section 504 Program Records, item number 6.0.018-TJJD.	
6.0.020-TJJD		Dyslexia Program Records	Records of each student referred to or receiving dyslexia program services, including	AC	5			Starts the year youth is no longer participating in the program + FE.			
6.0.021-TJJD		Reentry Workforce Development Records		FE	1						
7.0.002-TJJD		Airport Supervision Contracts	Contracts and related documents for service of meeting and assisting runaway youth returning to home state unaccompanied.	AC	7			Expiration or termination of the contract according to its terms.			Government Code, 441.1855.
7.0.003-TJJD		Runaways, Absconders, Escapees, Juveniles Charged as Delinquent and Airport Supervision	Youth Files.	PM						Records maintained in electronic database; paper version AV.	

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7.0.004-TJJD		Interstate Compact for Juvenile Financial Records	Includes youth travel.	FE	3					Confidential.	
7.0.005-TJJD		Interstate Compact for Juvenile Administration Records	Legal issues, violations by states, counties, and TJJD, statistics, training, the new compact and related records.	AV					A	Archival review code changed to "A" subsequent to appraisal by the Archives & Information Services Division of the Texas State Library and Archives Commission (TSLAC), 2018. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.	
7.0.006-TJJD		Probation Cases	Cooperative Supervision Case Files.	AC	1			Youth released from supervision.			
7.0.007-TJJD		Parole Cases	Cooperative Supervision Case Files.	AC	1			Youth released from supervision.			

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					Years	Months	Days				
7.0.008-TJJD		Due Process Records for Runaways, Absconders, Escapees and Juveniles Charged as Delinquent	ICJ Forms I, II & III and accompanying documentation.	AC	1			After youth returned or file closed.		ICJ Forms I & II – Requisitions from judges in home/demanding states to judges in holding/asylum states with certified documentation showing entitlement (i.e., birth certificates, divorce decrees, probation/commitment orders or petitions and directives) to juveniles refusing to return to home/demanding states. ICJ Form III – juveniles who voluntarily return to home/demanding states.	
7.0.009-TJJD		Special Cases - Sex Offenders	Cooperative supervision records and notices to register; other cases deemed special by program manager.	AC	10			Youth released from supervision.			
7.0.010-TJJD		TJJD Discharge Records	Discharge records initiated in ICJ for TJJD youth on cooperative supervision in other states.	AC	1			Youth released from supervision.			

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					Years	Months	Days				
8.0.001A-TJJD		Active Student Records	Youth Masterfile.	AC				Discharge Date.		See Youth Masterfile Content and Organization (MCOD) for list of permanent records to be removed prior to disposition. Purged youth Masterfile imaged and paper destroyed. Imaged records become 8.0.002-TJJD, Discharged Student Records.	
8.0.001B-TJJD		Supplemental Youth Records	Additional youth records not maintained in a youth's Masterfile such as caseworker files, education files, and facility supplemental files.	AC	1			Date released/moved from facility.			
8.0.002-TJJD		Discharged Student Records	Youth Masterfile.	AC	20			Discharge Date.		File imaged and paper destroyed.	
8.0.003-TJJD		Masterfile Shipment Log	List of Masterfiles requested from the field for purging.	AC	5			Shipment of Masterfiles received from field.			

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8.0.004- TJJD		Youth Records Request - Education	Requests received for youth education records that do not originate with the youth, the parent, a school district or have the written consent of the youth such as subpoenas.	PM							34 CFR 99.32(a)(2).
8.0.005- TJJD		Youth Appeals	Files contain confidential letters, forms, statements, etc. pertaining to TJJD youth who appeal various decisions affecting them.	AC	5			Final decision on appeal.			
8.0.006- TJJD		Review - Release Panel Files	Includes records created by the review panel such as case review report, decision letters, requests for reconsideration as well as other support documents.	AC	2			Final decision of panel.			

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					Years	Months	Days				
8.0.009A-TJJD		Hearing Reports Level I	Files contain confidential letters, forms, statements, etc. pertaining to TJJD youth who appeal various decisions affecting them.	AC	2			Final decision on appeal or 2 years after Level I Hearing completed, whichever later.		Records should not be destroyed during appeal. TJJD policy grants to a youth the right to appeal the result of these hearings for six months from the date the hearing is held. The hearing records are retained for only six months because beyond that period they have no use.	
8.0.009B-TJJD		Hearing Reports Level II	Files contain confidential letters, forms, statements, tape recording, hearing adjustment summary and all documents introduced at hearing.	AC		6		Final decision on appeal or 6 months after Level II Hearing completed, whichever later.		Records should not be destroyed during appeal. TJJD policy grants to a youth the right to appeal the result of these hearings for six months from the date the hearing is held. The hearing records are retained for only six months because beyond that period they have no use.	

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					Years	Months	Days				
8.0.009C-TJJD		Hearing Reports Level IV	Tape recording of proceedings.	AC		6		Final decision on appeal or 6 months after Level IV Hearing completed, whichever later.		Records should not be destroyed during appeal. TJJD policy grants to a youth the right to appeal the result of these hearings for six months from the date the hearing is held. The hearing records are retained for only six months because beyond that period they have no use.	
8.0.010-TJJD		Security Files	All youth security files at field locations including the security subfile of the youth	AC	3			Youth's 18th birthday or if youth is discharged from TJJD after their		See Youth Masterfile Content and Organization (MCOD) for list of	

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					Years	Months	Days				
8.0.011-TJJD		Youth Complaints / Grievances	Contain confidential letters sent directly to TJJD Complaints Coordinator regarding the youth complaint, as well as parent complaints on behalf of youth, relevant to transfer requests, staff conduct, education, security, policy, recreation, personal property, parole, hygiene, facility conditions, discipline, direct appeals to the Executive Director, and basic rights violations. The Complaints Coordinator responds to the youth and/or parent appropriate to the complaint: Return to youth and facility superintendent to be handled locally, forward directly to Executive Director for Appeal, forward to medical director for immediate attention.	AC	3			Final decision on the complaint.			
8.0.012-TJJD		Youth Psychological Evaluation	Includes tests, clinical notes of interviews, draft and finalized report.	AC	10			Age of majority is 18.			
8.0.014-TJJD		Death of Youth Files	Death summary report including youth identifying information, offense and placement history, social history summary; findings, conclusions, all relevant circumstances of death and all working papers.	PM							

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					Years	Months	Days				
8.0.015-TJJD		Sex Offender Registration / Victim Notification / DNA	Administrative records used to operate these programs.	FE	10						
8.0.016-TJJD		Treatment Quality Assurance Records	Records created to track the quality of treatment for TJJD youths and quality of TJJD treatment programs.	FE	3					TJJD INS manual .33.03; TJJD Case Management Standards (CMS) .03.01; TJJD CMS .04.17; TJJD CMS .11.49; TJJD CMS .11.53	
8.0.017-TJJD		Youth Employment Records	Youth employment work files consisting of time records, signed job descriptions, orientation documents and any related records for facility work assignments.	AC	3			When the final campus work assignment ends + FE.		TJJD INS manual .31.31.	

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					Years	Months	Days				
8.0.019-TJJD		Wende and Haynes Trust Funds Youth Records	Records of youth receiving financial assistance for educational purposes from John Wende and Parrie Haynes Trust Funds including: student background information establishing eligibility, application for funding by semester, requests for disbursement of funds provided to accounting with appropriate supporting documentation, student grades, and a letter from the student regarding his or her academic goals.	AC	5			No longer participating in program.			
8.0.020-TJJD		CCG (Correctional Care General) - 050 Youth Mail Logs	Daily incoming mail logs. List of each youth receiving mail; dorm/pod, type of mail, sender's name and address, delivery date and time and youth's initials.	CE	1						
8.0.021-TJJD		Youth Request for a Conference with the Superintendent	A list of daily requests for youth conference with Superintendent. Chart of youth name, TJJD #, dorm, reason for conference and Superintendent's note on what was discussed/resolved for youth	CE	1						
8.0.022-TJJD		Off-Campus Trips	Off-campus activity request INS (Institution Operations Forms) 261 (2 pgs.), Waiver request CCF (Correctional Care Forms) -070, Supervision plan for trip, Google map, location	CE	1						

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8.0.023-TJJD		Youth Incentives	Lists of incentives given to youth. Form has the date, youth's name, dorm, incentive given and youth's stage.	CE	1						
9.0.001-TJJD		Health Services Monitoring Reports	Onsite monitoring reports and corrective action requests for institutions and half-way houses; includes facility responses to corrective action requests.	AC	3			Corrective Action is Completed.			
9.0.002A-TJJD		Alleged Mistreatment Food / Medical	Youth, parent, or staff allegations of health care neglect or abuse, including allegation, investigation report and supporting documents, and a memo of Medical Director's determination	AC	5			Final determination.			
9.0.002B-TJJD		Alleged Mistreatment and Appeals Tracking System	Spreadsheet that keeps track of all medical and food related alleged mistreatments and complaint appeals, including nature of allegation and final determination.	AC	5			Final determination.			
9.0.002C-TJJD		Youth Grievance Appeals Medical / Food	Grievance Appeals related to medical care or food service.	AC	5			Final determination.			

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					Years	Months	Days				
9.0.004-TJJD		Medical / Nutrition / Psychiatric Contracts	Written contracts and memorandums of understanding for the provision of medical, psychiatric, food services by outside contractors.	AC	7			Expiration or termination of the contract according to its terms.			Government Code, 441.1855.
9.0.005A-TJJD		Monthly Institution Psychotropic Drug Reports	Reports of psychotropic medications prescribed by psychiatrist(s) at each TJJD-operated facility, including medication name, dose, and schedule.	FE	4						
9.0.005B-TJJD		Monthly Contract Care Psychotropic Drug Reports	Reports of psychotropic medications prescribed by psychiatrist(s) at each contract facility, including medication name, dose, and schedule.	FE	4						

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9.0.006-TJJD		Monthly Health Services Quality Reports	Reports of monthly meetings between the facility nurse manager, physician, dentist, and superintendent to discuss youth and environmental health related issues.	FE	2						
9.0.007-TJJD		Health Services Statistical Reports	All health reports including: Access to Care Reports, Quality Improvement Reports, Telemedicine Usage Reports, Methicillin-Resistant Staphylococcus Aureus (MRSA) Case Reports, Sexually Transmitted Diseases (STD) Reports, Positive Purified Protein Derivative (PPD) Reports, Chronic Care Clinic Encounter Reports, Medical Alert Reports, Special Diet Reports, Sick Call Complaint Reports, Pregnancy Reports, Suicide Alert Reports, Pharmacy Reports, Off-Campus Specialty Cost Reports.	FE	3						

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9.0.008-TJJD		Reports - Consultants and Committees	Medical or psychiatric consultant reports and peer review/medication algorithm committee agendas or minutes.	AC	3			Issues raised in report addressed.			
9.0.009-TJJD		National School Lunch Program and National School Breakfast Program; Inspection and Monitoring Reports	Texas Department of Agriculture monitoring tools and monitoring reports.	FE	5					TJJD Nutrition and Food Service (NFS) manual.21.09.	
9.0.012-TJJD		Food Service Records	All food service records including program records (invoices, time sheets, recipes), daily menus and meal production records, food and storage temperature records, cleaning schedule, hazardous substance and tool check-out logs, staff training records, employee orientation records, food survey questionnaires, special diet orders and logs, meal quality evaluation, food service inspection and sanitation reports, food consumption and plate waste monitoring records, on-site reviews, and related documentation.	FE	5					TJJD NFS manual .17.01-.69.	

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9.0.014-TJJD		Medical Procedure Requests	Contract care facility requests for medical or dental procedures to be performed, including the projected cost of the service, in order to determine medical necessity for procedures costing over \$1,000.	AC	7			Discharge date.			
9.0.015-TJJD		Prescription Medication Contraband Reports	A table with numbers of prescribed medications found as contraband on campus, by month.	AC	3			Date of report.			
9.0.016-TJJD	5.4.001	Youth Injury Reports	A table with numbers of youth injuries due to staff restraints and/or youth on youth altercations, by month.	CE	5						29 CFR 1904.33
9.0.017-TJJD		Court Ordered Health Insurance	Copy of the court order, parent/guardian notification letter, and copy of insurance card.	AC	1			No longer enrolled in program.			
9.0.018-TJJD		Health Services Administrative Records	Administrative records used to operate the Health Services Program.	FE	3					Confidential-if youth names contained.	
9.0.019-TJJD		Youth Medical Records		AC				7 years past the last date on which service was given or until the patient's 21st birthday, whichever later.		Current contract with University of Texas Medical Branch at Galveston (UTMB). File imaged and paper destroyed.	22 TAC 165.1(b).

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9.0.020-TJJD		Dental X-Rays		AC				5 years past the last date on which service was given or until patient's 21st birthday, whichever later.			22 TAC 108.8(b).
9.0.021-TJJD		Medical X-Rays		AC				7 years past the last date on which service was given or until the patient's 21st birthday, whichever later.			22 TAC 165.1(b).
9.0.022-TJJD		CCG - 400 Alcohol or Other Drug / Urine Testing Control Log	Bi-monthly drug testing. Scanned onto the M drive for review.	AC	1			Date log is reviewed.			
9.0.023-TJJD		Controlled Substance Records	All controlled substance records including forms and inventories pertaining to controlled substances. The Transfer of Controlled Substance and Individual Youth Narcotic Record forms are NOT to be filed in the youth's medical record.	AC	7			Date of the record.			
10.0.001-TJJD		Open Title IV-E Files	Files of currently active youth with Title IV-E eligibility.	AC				Discharge Date.		Contact Title IV-E Division before destruction	
10.0.002-TJJD		Closed Title IV-E Files	Files of youth who are no longer eligible for Title IV-E.	FE	7					Contact Title IV-E Division before destruction	
10.0.003-TJJD		Title IV-E Monitoring Reports	Monthly program audit report findings.	FE	7					Contact Title IV-E Division before destruction	

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10.0.004-TJJD		Title IV-E Financial Records	Quarterly administrative and monthly foster care claims to Department of Family and Protective Services.	FE	7					Contact Title IV-E Division before destruction	
11.0.001A-TJJD		Volunteer Personnel Records	Volunteer application, parental permission, criminal record check, new volunteer orientation, volunteer agreement, volunteer personal references, volunteer interview, volunteer service job description/contract, certifications/licenses; volunteer/youth assignment, evidence of ID badge, evaluation of TJJD volunteer program, volunteer evaluation, written reprimands, volunteer exit interview, and related documentation.	AC	5			End of volunteer service.		Refer to 11.0.001B-TJJD for Terminated Volunteer Personnel Records. TJJD Volunteer Services Procedures (VLS) manual .03.19.	
11.0.001B-TJJD		Terminated Volunteer Personnel Records		PM						Terminated Volunteer Personnel Records are permanently records due to the volunteers were fired or left during an investigation.	
11.0.002-TJJD		Community and State Volunteer Councils	Council agendas, meeting minutes and notices, all records, books, and annual reports of the financial activity of the councils, records of donations, newsletters of volunteer activities and related documentation.	FE	7					TJJD VLS manual .07.01 & .09.01.	

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11.0.003-TJJD		Volunteer Services Reports	Volunteer services monthly report , volunteer hours by activity, volunteer time record, volunteer services youth referral, volunteer services request for donation, volunteer services monitoring device-halfway houses, district offices & institutions, and any subsequent corrective action plans and any other related volunteer reports.	FE	5					TJJD VLS manual .11.01.	
12.0.002-TJJD	1.1.067	Chaplaincy Reports - Local Facilities	Includes monthly chaplaincy reports and Chaplain annual report.	FE	3				R	Reports sent to Administrator of Chaplaincy Services.	
12.0.003-TJJD		Chaplaincy Reports - Headquarters	Includes monthly chaplaincy reports with summary, SAS (Statistical Analysis System) religious preference reports with summary and Chaplain annual reports with summary.	FE	10						
12.0.004-TJJD		Youth Chaplaincy Records - Administrative	Clergy visitation registration, clergy visitation request, religious activity report, religious activities restriction.	FE	3					TJJD GAP (General Administrative Policy Manual) policy .380.9121. ACA Juvenile Training School (JTS) 5g 1-8.	

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12.0.005-TJJD		Youth Chaplaincy Records	Religious Accommodation, Request to change religious preference and Parental authorization for religious sacrament and services.	AC	20			Discharge date.		Serve as Baptism Records.	
12.0.006-TJJD		Chaplaincy Program Monitoring	Monitoring criteria for chaplaincy services.	FE	10						
13.0.001-TJJD		Office of the Ombudsman Administrative Records	Administrative records used to operate the office of the Ombudsman to include Administrative Forms, Staff Meeting Minutes, <u>Notes and Agenda.</u>	FE	3						
13.0.002-TJJD	3.1.039	Ombudsman Youth Case Files	Investigation of individual youth issues brought to the attention of the Ombudsman.	AC	2			Resolution of case.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	

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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
13.0.003-TJJD	3.1.039	Program Review Records	Reviews, reports, recommendations by the Office of the Ombudsman regarding TJJD facilities and programs.	AC	5			Final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. SEE 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	
13.0.004-TJJD	1.1.070	Office of the Ombudsman Rules, Policies and Procedures – Final	Policy manuals, operations manuals, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency’s programs, services, or projects.	AC	3			Completion or termination of program, rules, policies, or procedures.	R	SEE ALSO: Office of the Ombudsman Rules, Policies and Procedures – Working Files, item number 13.0.005. The archival requirement is met by sending the required copies of the plans to the Archives and Information Services Division, Texas State Library and Archives Commission.	

Retention Codes (field 7)

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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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					Years	Months	Days				
13.0.005-TJJD	1.1.071	Office of the Ombudsman Rules, Policies and Procedures – Working Files	Working files used in the development of manuals, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC	3			Completion or termination of program, rules, policies or procedures.	R	The archival requirement is met by sending the required copies of the plans to the Archives and Information Services Division, Texas State Library and Archives Commission.	
13.0.006-TJJD	1.1.004	Office of the Ombudsman Legislative Appropriations Request	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
14.0.001-TJJD		Office of the Inspector General (OIG) Administrative Records	Administrative records used to operate the office of the IG to include any and all OIG Forms.	FE	3						

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14.0.002-TJJD		Administrative Investigation Evidence and Case Files and Alleged Mistreatment Files	Reports of the investigations of administrative issues and all associated records. Contains the complete investigation reports involving alleged abuse, neglect or exploitation of youth according to Texas Family Code Chapter 261.	AC	5			Completion of the investigation.		Investigations that are pertaining to PREA (Prison Rape Elimination Act) Cases - a copy of the complete investigation report will be placed in the personnel file of the employee who is the subject of the investigation.	
14.0.003-TJJD		Applicant Background Investigations	Records for people applying to work in the office of the OIG (Including OIG Background Investigation: OIG Personal History Statement, Report by investigator, Criminal Background check)	AC	7			Completion of the investigation.			
14.0.005A-TJJD		Criminal Investigation Case Files Pertaining to PREA (Prison Rape Elimination Act) Cases Involving Youth Suspect	Comprehensive report and all other records of the investigation of a criminal investigation.	AC	20			Receipt of final court disposition or closure of case.			
14.0.005B-TJJD		Criminal Investigation Case Files Pertaining to PREA (Prison Rape Elimination Act) Cases Involving Employee Suspect	Comprehensive report and all other records of the investigation of a criminal investigation.	AC	50			Receipt of final court disposition or closure of case.			

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14.0.005C-TJJD		Criminal Investigation Case Files Involving Cases Not Covered in 14.0.005A & 14.0.005B	Comprehensive report and all other records of the investigation of a criminal investigation.	AC	20			Receipt of final court disposition.			
14.0.006-TJJD		Criminal Investigation Case Evidence		AC				Receipt of final court disposition.			
14.0.007-TJJD		DNA Evidence		PM							
14.0.008-TJJD		Polygraph Reports and Videotapes (Originals)		AC	2			Date of examination.			
14.0.009-TJJD	3.1.027	TCOLE (Texas Commission on Law Enforcement) Training Records		AC	5			Employee's separation date.			
*15.0.001-TJJD		Code of Ethics Complaints	Complaints received by agency from the public concerning Juvenile Probation Officers and/or Juvenile Supervision Officers. Letter of Closure, Letter of Reprimand, No Action.	AC	2			After matter is closed, as applicable, Date of Letter of Closure, Letter of Reprimand or No Action		Caution: If Code of Ethics Complaint becomes the subject of board review, it must be included and is subject to the minimum retention period of item number 15.0.003-TJJD or 15.0.004-TJJD Parts of this agency number may be confidential and subject to legal review.	

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*15.0.002-TJJD		Juvenile Probation and/or Juvenile Supervision Officer Disciplinary Action	Referrals from OIG Investigations. Letter of Closure, Letter of Reprimand, No Action.	AC	2			After matter is closed, as applicable, Date of Letter of Closure, Letter of Reprimand, No Action.		Caution: If OIG referral becomes the subject of board review, it must be included and is subject to the minimum retention period of item number 15.0.003-TJJD. Parts of this agency number may be confidential and subject to legal review.	

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*15.0.003-TJJD		Juvenile Probation and/or Juvenile Supervision Officer Disciplinary Action.	Records regarding Referrals from OIG Investigations or public complaint and/or Code of Ethics Violations. Board Decisions regarding Revocation of Certification.	AC	80			Date of resolution of final board action: Revocation - Master Default Orders and Resolutions regarding Agreed Orders.		Retain Complete File Records including Investigation reports, videos, recordings, Resolutions of Agreed Orders, Agreed Orders, Master Default Orders, Default Orders, Attorney's Affidavits regarding Default, Notices of Petition and Petitions, Notification of Board Decision and SOAH records, as applicable. Parts of this agency number may be confidential and subject to legal review.	

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*15.0.004-TJJD		Juvenile Probation and/or Juvenile Supervision Officer Disciplinary Action	Records regarding Referrals from OIG Investigations or public complaint and/or Code of Ethics Violations. Board Decisions regarding Suspension of Certification (Active or probated or combination of Active and Probation.	AC	80			Date of resolution of final board action: Suspension (Active, Probated or Combination) Master Default Orders and Resolutions regarding Agreed Orders.		Retain Complete File Records including Resolutions of Agreed Orders, Agreed Orders, Master Default Orders, Default Orders, Attorney's Affidavits regarding Default, Notices of Petition and Petitions. Parts of this agency number may be confidential and subject to legal review.	

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*15.0.005-TJJD		Juvenile Probation and/or Juvenile Supervision Officer Disciplinary Action	Records regarding Referrals from OIG Investigations or public complaint and/or Code of Ethics Violations. Board Decisions regarding Letter of Closure, Letter of Reprimand.	AC	80			Date of resolution of final board action: Letter of Closure, Letter of Reprimand.		Retain Complete File Records including Resolutions of Agreed Orders, Agreed Orders, Master Default Orders, Default Orders, Attorney's Affidavits regarding Default, Notices of Petition and Petitions, Letter of Closure, Letter of Reprimand. Parts of this agency number may be confidential and subject to legal review.	

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*15.0.006-TJJD		Contested Juvenile Probation and/or Juvenile Supervision Officer Disciplinary Action	Referrals from OIG Investigations. State Office of Administrative Hearings (SOAH).	AC	80			State Office of Administrative Hearings forwards files after the matter is heard and the appeal times have been exhausted.		Caution: SOAH files include notices, correspondence, filings, transcripts and ADJ's Proposal for Decision, which are resolved by final board action; it must be included and is subject to the minimum retention period of item number 15.0.003-TJJD. Parts of this agency number may be confidential and subject to legal review.	

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