Texas State Library and Archives Commission

State and Local Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

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

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

Preserving yesterday,
informing today,
inspiring tomorrow.

April 21, 2014

Mr. Jeff Baldwin
Chief of Staff
Texas Department of Criminal Justice
P. O. Box 13084
Austin, TX 78711-3084

Re: Agency records retention schedule amendment approved for use

Dear Mr. Baldwin:

Amendment 1 to your agency's 5th recertification of your records retention schedule is approved for use as of Tuesday, April 15, 2014. Your currently approved records retention schedule and all amendments are available on our website at https://www.tsl.texas.gov/slrm/state/schedules.html. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

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

Sincerely,

Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Brad Livingston

R01.696/696

Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code: 696

Agency Name: Texas Department of Criminal Justice

(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: Jeff Baldwin

Name *(Print or type)*: Jeff Baldwin

Date: 3/20/14

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature: Not Required at This Time

Name *(Print or type)*:

Date:

Texas State Library and Archives Commission

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

Signature: E Smilenberg

Name *(Print or type)*:

Date: 04-15-14

Cert/Recert No. 5 Amendment No. 1

CAUTION

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

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

Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

2. Agency Code 696

3. Agency Name Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total				Page No.	Agency Item No.	
									14	07.01.02	D
									15	07.01.21	D
									21	11.01.03	D
									31	21.01.01	D
									50	32.03.06	D
									50	32.03.07	D
									51	32.03.10	D
									54	42.01.10	D
									55	46.01.02	D
									55	45.01.01	D
									55	45.01.02	D
									57	47.03.09	D
									60	47.03.63	D
									60	47.03.64	D
									65	57.01.01	D
									66	60.04.01	D

Retention Codes *(Field 7)*

AC – After Closed, Terminated, Completed, Expired, Settled
AV – Administrative Value
CE – Calendar Year End
FE – Fiscal Year End
LA – Life of Asset
MO – Months
PM – Permanent
US – Until Superseded

Archival Codes *(Field 8)*

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

Amendment Codes *(Field 12)*

N – New
C – Changed
D – Deleted

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Edward Seidenberg

Preserving yesterday, informing today, inspiring tomorrow.

February 13, 2014

Mr. Jeff Baldwin
Chief of Staff
Texas Department of Criminal Justice
P. O. Box 13084
Austin, TX 78711-3084

RE: Agency records retention schedule approved for use

Dear Mr. Baldwin:

Your agency's records retention schedule is approved for use as of February 11, 2014. Your currently approved records retention schedule is available on our website at https://www.tsl.state.tx.us/slrm/state/schedules.html. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **February 2017.**

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Bret Adams, at 512-936-0270 or badams@tsl.texas.gov.

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

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure
cc: State Auditor, State Archivist
cc: (without enclosure) Brad Livingston

Texas State Library and Archives Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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(Submitting agencies complete this section only)

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Agency Name: Texas Department of Criminal Justice

(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: Jeff Baldwin

Name (*Print or type*): Jeff Baldwin

Date: 7/10/13

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature:

Name (*Print or type*): Not Required at This Time

Date:

Texas State Library and Archives Commission

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

Signature: E Snickenberg

Name (*Print or type*):

Date: 02-11-14

Cert/Recert No.: 5

Amendment No.:

CAUTION

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STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
		***Administrative Records, General**							
1.1.006	01.01.01	Complaint Records	AC	3	AC+3		AC=Final disposition of the complaint. P		
5.2.026	01.01.02	Facilities Reservation Logs	2		2		P		
1.1	01.01.03	Notary Public Record Book	PM		PM		P		
1.1.020	01.01.04	Public Information Request-Not Exempted	AC	2	AC+2		AC=Date request is fulfilled. O		
1.1.021	01.01.05	Public Information Requests-Exempted	AC	2	AC+2		AC=Date of notification that records are exempt. O		
5.1.007	01.01.06	Requests for In-Agency Copy/Printing Service	AV		AV		P		
1.1.026	01.01.07	Texas Register Submissions	AC	1	AC+1		AC=Date of publication in the Texas Register. P		
1.1.057	01.01.08	Transitory Information with Temporary Usefulness	AC		AC		AC=Purpose of record has been fulfilled. P		
		***Administrative Reports**							
1.1.069	01.02.01	Activity Reports	1		1		O		
1.1.066	01.02.02	Biennial or Annual Agency Reports (Narrative)	AC	6	AC+6	A	AC=Sept 1 of odd-numbered calendar yrs; Copy to TSL. P		
1.1.064	01.02.03	Performance Measures Documentation	FE	3	FE+3		P		
1.1.068	01.02.04	Performance Measures Reports	AC	6	AC+6		AC=Sept 1 of odd-numbered calendar yrs. P		
1.1.067	01.02.05	Reports and Studies, Non-Fiscal	3		3	R	O		
1.1.065	01.02.06	Reports and Studies, Non-Fiscal, Raw Data	AV		AV		O		
		***Audits and Reviews**							
1.1.002	01.03.02	Audits, Unit/Dept/Division Level	AC	7	AC+7		AC=Publication or release of final audit. P		
1.1.002	01.03.03	Audits, Working Papers	AC	7	AC+7		AC=Publication or release of final audit. P		
		***Calendars and Schedules**							
1.1.013	01.04.01	Calendars and Appointment Books	CE	1	CE+1	R	Archival review for division director level and above. O		

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AV - Administratively Valuable
LA - Life of Asset

MEDIUM CODES
P - Paper
E - Electronic
M - Microfilm
O - Other (Specify)

ARCHIVAL CODES
A - Transfer to State Archives
R - Review by State Archivist required before disposal

STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
3.3.020	01.04.02	Work Schedules and Assignments	1		1		O		
		***Computer Operations / Automated Applications**							
1.1.066	01.05.01	Biennial Operating Plan & Supporting Documentation	AC	6	AC+6	A	AC=Sept 1 of odd-numbered calendar yrs. O		
2.1.011	01.05.02	Finding Aids, Indexes & Tracking Systems	AC		AC		AC=The related hard copy or electronic records are destroyed. E		
2.1.008	01.05.03	Hardware Documentation	AC		AC		AC=Records are transferred to new environ or no longer require hardware. O		
2.1.002	01.05.04	Master Files	AC		AC		AC=Completion of 3rd update cycle except as noted (See definition). E		
2.1.001	01.05.05	Processing Files	AC		AC		AC=Completion of 3rd update cycle except as noted (See definition). E		
2.1.007	01.05.06	Software Programs	AC		AC		AC=Records are transferred to new environ or no longer require software. O		
2.1.009	01.05.07	Technical Documentation	AC		AC		AC=Records are transferred to new environ or no longer retained. O		
		***Contracts, Leases and Agreements**							
5.3.007	01.06.01	Bid Documentation	FE	4	FE+4		If contract results, records must be retained w/contract. O		
5.1.001	01.06.02	Contracts and Leases	AC	4	AC+4		AC=Expiration or termination of the instrument according to terms. P		
5.3.009	01.06.03	Requests for Information	AC		AC		AC=Date of purchase, issuance of request for bids, or decision not to proceed. P		
5.3.007	01.06.04	Requests for Proposal	FE	3	FE+3		If contract results, records must be retained w/contract. O		
1.1	01.06.05	Memorandum of Understanding	US	3	US+3		P		
		***Correspondence**							
1.1.007	01.07.01	Correspondence - Administrative	4		4	R	Archival review for division director level and above. P		
1.1.008	01.07.02	Correspondence - General	2		2		P		
5.1.015	01.07.03	Correspondence Tracking Logs	1		1		P		
1.1.007	01.07.04	Decision Memorandum	AC	3	AC+3	R	AC=Request is approved or denied. P		

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RECORDS RETENTION SCHEDULE

SLR 105

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
		***Fiscal Records**							
4.6.001	01.08.01	Balancing Records	FE	3	FE+3		P		
4.7.002	01.08.02	Bank Statements	FE	3	FE+3		P		
4.6.003	01.08.03	Cash Counts	FE	3	FE+3		P		
4.2.001	01.08.04	Cash Deposit Vouchers	FE	3	FE+3		P		
4.2.002	01.08.05	Cash Receipts	FE	3	FE+3		P		
5.1.012	01.08.06	Charge Schedules/Price Lists	US	3	US+3		O		
4.7.005	01.08.07	Claim Files	AC	3	AC+3		AC=Resolution of claim. P		
4.3.003	01.08.08	Credit Card Records, Reports, Receipts	FE	3	FE+3		P		
4.2.004	01.08.09	Encumbrance Vouchers	FE	3	FE+3		P		
4.3.003	01.08.10	Expenditure Journals or Registers	FE	3	FE+3		P		
4.2.007	01.08.11	Expenditure Vouchers	FE	3	FE+3		P		
4.7	01.08.12	Fund-Raising Records, Charitable	FE	3	FE+3		P		
4.7.008	01.08.13	Funding Documentation	AC	3	AC+3		AC=Satisfaction of all requirements for grants and cooperative agreements. P		
4.7.008	01.08.14	Grants Documentation, Federal and Other	AC	3	AC+3		AC=Satisfaction of all requirements for grants and cooperative agreements. P		
4.1.005	01.08.15	Inventory and Other Cost Files	FE	3	FE+3		P		
4.2.006	01.08.16	Journal Vouchers	FE	3	FE+3		P		
1.1.004	01.08.17	Legislative Appropriation Requests	AC	6	AC+6	A	AC=Sept 1 of odd-numbered calendar years; Copy to TSL. P		
4.1.005	01.08.18	Production Records	FE	3	FE+3		P		
4.2.005	01.08.19	Purchase Vouchers	FE	3	FE+3		P		
4.3.002	01.08.20	Receipts Journals or Registers	FE	3	FE+3		P		

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RECORDS RETENTION SCHEDULE

SLR 105

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2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

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4.6.002	01.08.21	Reconciliations	FE	3	FE+3		P		
4.2.002	01.08.22	Sales Invoices	FE	3	FE+3		P		
4.3.001	01.08.23	Sales Journals or Registers	FE	3	FE+3		P		
4.7.012	01.08.24	Signature Authorizations	US+FE	3	US+FE+3		P		
4.1.007	01.08.25	Transmittal of Funds/Cost Center Transfers	FE	3	FE+3		P		
		***Fiscal Reports**							
4.5.002	01.09.01	Budget Reports & Supporting Documents	FE	3	FE+3		P		
4.5.006	01.09.02	Budget, Supporting Documents for Annual Operating	FE	3	FE+3		P		
4.5.003	01.09.03	Financial Reports, Annual	AC	6	AC+6		AC=Sept 1 of odd-numbered calendar yrs. P		
4.5.002	01.09.04	Fiscal Management Reports, Internal	FE	3	FE+3		P		
4.5.005	01.09.05	Fiscal Reports, External	FE	3	FE+3		P		
4.5.001	01.09.06	Fiscal Reports, Worksheets for Preparing	FE	3	FE+3		P		
		***Legislation**							
1.1.027	01.11.01	Proposed Legislation (Reference Copy)	AV		AV		P		
		***Mail, Telephone and Fax Records**							
5.1.004	01.12.01	Address, Telephone, Fax and E-mail Listings	US		US		O		
5.5.003	01.12.02	Fax Logs	AV		AV		P		
5.1.005	01.12.03	Postage Records	FE	3	FE+3		P		
5.1.005	01.12.04	Stamp Reports	FE	3	FE+3		P		
5.5.003	01.12.05	Telephone Activity Reports	AV		AV		P		
5.5.002	01.12.06	Telephone Logs, Long Distance	AV		AV		P		

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		***Meetings**							
1.1.063	01.13.01	Meeting Minutes, Staff	1		1		P		
1.1.058	01.13.02	Meetings, Agenda and Minutes of Open	PM		PM	A	Copies sent to State Archives fulfill the archival requirement. P		
1.1.060	01.13.03	Meetings, Audio or Videotapes of Open	AC	3mo	AC+3mo		AC=Official approval of written minutes. Tapes O		
1.1.059	01.13.04	Meetings, Cert Agenda or Tape Recordings of Closed	AC	2	AC+2		AC=Date of mtg or completion of pending action involving mtg whichever later. O		
1.1.061	01.13.05	Meetings, Notes of Open	AC	3mo	AC+3mo		AC=Approval of formal minutes by the governing body. P		
1.1.062	01.13.06	Meetings, Supporting Documentation of Open	2		2	A	O		
		***News and Media**							
1.1.019	01.14.01	News, Media & Publicity Information	2		2	R	P		
		***Organizational Charts**							
1.1.023	01.15.01	Organizational Charts	US	10	US+10	A	O		
		***Personnel**							
3.3.026	01.16.01	Staffing Reports, Personnel	US	3	US+3		O		
3.3.023	01.16.02	Workshops/Seminar, Requests and Authorizations for	FE	3	FE+3		P		
		***Plans and Planning Records**							
1.1.024	01.17.01	Plans and Planning Records	AC	3	AC+3	R	AC=Decision made to implement or not to implement results. O		
1.1.055	01.17.02	Strategic Plans (see pg. xvii for archival requirements)	AC	6	AC+6	A	AC=Sept 1 of odd-numbered calendar years. O		
		***Policies, Procedures & Operations Manuals**							
1.1.070	01.18.01	Departmental Rules, Policies & Procedures (originals)	PM		PM	R	Working files listed under 01.18.07. O		
3.3.025	01.18.02	Job Procedure Records	US	3	US+3		O		
5.1.014	01.18.03	Standard Operating Procedures	US	1	US+1		O		
1.1.070	01.18.04	Orientation Handbooks and Manuals	US	5	US+5	R	O		

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RECORDS RETENTION SCHEDULE

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1.1.070	01.18.05	Security Rules, Policies & Proc (Originals)	PM		PM	R	Historical reference. O		
1.1	01.18.06	Security Rules, Policies & Proc (Working Files)	US	20	US+20		AC=Effective date of policy. P		
1.1.070	01.18.07	Depart. Rules, Policies & Procedures (working files)	US	20	US+20	R			
		***Presentations, Speeches and Papers**							
1.1.040	01.19.01	Presentations	AC		AC	R	AC=End of term in office or termination of service in a state position. O		
1.1.040	01.19.02	Speeches and Papers	AC		AC	R	AC=End of term in office as ED or Dept. Executive Director. O		
		***Property, Equipment and Supplies**							
5.2.007	01.20.01	Damage Reports	FE	3	FE+3		P		
5.2.008	01.20.02	Equipment History File and Service Agreements	LA	3	LA+3		P		
5.1.013	01.20.03	Equipment Insurance Policies	AC	4	AC+4		AC=Expiration or termination of the policy according to terms. P		
5.2.009	01.20.04	Equipment Inventory Detail Report Forms	FE	3	FE+3		P		
5.2.008	01.20.05	Equipment Leases	LA	3	LA+3		P		
5.2.010	01.20.06	Equipment Manuals	LA	3	LA+3		P		
5.2.011	01.20.07	Equipment Warranties	AC	3	AC+3		AC=Expiration or termination of the warranty. P		
5.2.012	01.20.08	Estimate Files (Supply and Repair Cost Estimates)	1	2	3		P		
4.7.004	01.20.09	Fixed Asset Records	LA	3	LA+3		O		
4.7.009	01.20.10	Fixed Asset Sequential Number Logs	US	3	US+3		E		
5.2.016	01.20.11	Inventory System Update Listings	AC		AC		AC=Transfer of information into annual listing. P		
5.2.014	01.20.12	Inventory, Annual Physical	FE	3	FE+3		P		
5.2.015	01.20.13	Inventory, Notices of Equipment Removed	FE	3	FE+3		P		
5.1.011	01.20.14	Photocopier Use Logs & Reports	AV		AV		P		

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STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.2.006	01.20.15	Property Destruction, Certificates of	FE	3	FE+3		P		
5.2.017	01.20.16	Property Reports, Lost & Stolen	FE	3	FE+3		P		
5.2.019	01.20.17	Service Orders	1	2	3		P		
5.2.020	01.20.18	Supply Usage Records	FE	1	FE+1		P		
5.2.021	01.20.19	Surplus Property Sale Reports	FE	3	FE+3		O		
		***Publications, Brochures and Newsletters**							
1.3	01.21.01	Brochures/Booklets, Departmental	AC	2	AC+2		AC= Until superseded, obsolete, or not available for distribution. O		
1.3	01.21.02	Newsletters/Newspapers, Departmental	AC	1	AC+1		AC= Until superseded, obsolete, or not available for distribution. O		
1.3.001	01.21.03	Publications, State (w/chronological designations)	AC	5	AC+5		AC= Until superseded, obsolete, or not available for distribution. O		
1.3.001	01.21.04	Publications, State (w/o subsequent revisions)	AC	5	AC+5		AC=Date publication is not available for distribution. O		
1.3.001	01.21.05	Publications, TDCJ Annual	US	10	US+10		Historical reference. O		
1.3.002	01.21.06	Publication Development Files	AC	3	AC+3	R	AC= Until superseded or obsolete. O		
		***Purchasing**							
5.3.002	01.22.01	Freight Bills Paid	FE	3	FE+3		P		
5.3.003	01.22.02	Freight Claims	AC	2	AC+2		AC=Resolution of claim. P		
5.3.004	01.22.03	Order Acknowledgements	AV		AV		P		
5.3.005	01.22.04	Packing Slips	AV		AV		P		
5.3.008	01.22.05	Purchasing Logs	FE	3	FE+3		P		
5.3.009	01.22.06	Requests for Information, Purchasing	AC		AC		AC=Date of purchase, issuance of request for bids, or decision not to proceed. P		
		***Quality Control**							
5.2.018	01.23.01	Quality Control Documentation	FE	2	FE+2		P		

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		***Records Management**							
1.2.001	01.24.01	Destruction Sign-Offs	FE	3	FE+3		P		
1.2.015	01.24.02	Disaster Recovery Service Transmittals	FE	1	FE+1		RMD-109. P		
1.2.003	01.24.03	Forms History File	AC	1	AC+1		AC=Discontinuation of use of form. P		
1.2.004	01.24.04	Forms Inventory	US		US		P		
1.2.011	01.24.05	Record Center Storage Approval Forms	US		US		RMD-106. P		
1.2.013	01.24.06	Records Control Materials	AC		AC		AC=When control aid is updated, revised or no longer needed. P		
1.2.010	01.24.07	Records Disposition Logs	10		10		P		
1.2.012	01.24.08	Records Inventory Worksheets	US		US		P		
1.2.014	01.24.09	Records Management Plans	US	1	US+1		P		
1.2.005	01.24.10	Records Retention Schedule	US		US		SLR-105. O		
1.2.006	01.24.11	Records Transmittal Forms	AC	2	AC+2		AC=Date authorized for destruction, transfer from storage, or to archives. P		
1.2.008	01.24.12	Requests for Authority to Dispose of State Records	FE	3	FE+3		RMD-102. P		
		***Safety and Risk Management**							
5.4.013	01.25.01	Disaster Preparedness and Recovery Plans	US		US		P		
5.4.002	01.25.02	Emergency Management and Evacuation Plans	US		US		P		
5.4.008	01.25.03	Hazard Communication Plans	US	5	US+5		Health and Safety Code, Sec. 502.009(g). O		
5.4.007	01.25.04	Hazardous Materials Training Records	5		5		P		
5.4.010	01.25.05	Material Safety Data Sheets	AC	2	AC+2		AC=Until updated or hazardous chemical is no longer used. O		
5.4.007	01.25.06	Safety Training Records	5		5		P		
5.4.012	01.25.07	Security Access Records	AC	2	AC+2		AC=Until superseded, date of expiration or termination, whichever sooner. O		

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5.4.011	01.25.08	Visitor Control Registers	3		3		P		
		***Shipping, Receiving and Delivery**							
5.1.003	01.26.01	Delivery and Distribution Records	FE	3	FE+3		P		
5.1.003	01.26.02	Shipping and Receiving Records	FE	3	FE+3		P		
		***Training**							
3.3.030	01.27.01	Training Administration Records	US	2	US+2		P		
3.1.027	01.27.02	Training and Educ Achievement Records, Individual	AC	5	AC+5		AC=Employee's separation date. O		
1.1.043	01.27.03	Training Materials	US	2	US+2		O		
		***Travel / Vehicles**							
5.6	01.28.01	Fuel Records	1		1				
5.6.005	01.28.02	Mileage Reports	FE	3	FE+3		P		
5.6	01.28.03	Travel Records	1		1		P		
3.3.023	01.28.04	Travel, Requests and Authorizations for	FE	3	FE+3		P		
5.6	01.28.05	Vehicle Operation Logs	LA	3	LA+3		P		
	02.01.01	Law Library Access, Request for Additional	1	1	2		I-180. P		
	02.01.02	Law Library Visit Log	1	2	3		I-183. P		
	02.01.03	Law Library Sign-up Sheets/Daily Session Schedules	5mo		5mo		P		
	02.01.04	Law Library Holdings List	US		US		P		
	02.01.05	Intra-Law Library Loan Program Log	1	2	3		I-315. P		
	02.01.06	Intra-Loan Requests	1		1		E-mail, I-60's. P		
	02.01.07	Court Citator Request Log	1	2	3		I-314. P		

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	02.01.08	Citator Requests	1		1		E-mail, I-60's. P		
	02.01.09	Notice of Legal Research Material Suspension	1	1	2		E-mail. P		
	02.01.10	Offender/Offender Legal Visit Invstgn Worksheet	1	1	2		P		
	02.01.12	Notary Public Record Book, Law Library	PM		PM		I-182. P		
	02.01.13	Law Library Request Log	1	2	3		I-181. P		
	02.01.14	Court Forms Request Log	1	1	2		I-313. P		
	02.01.15	Law Library Activity Reports, Monthly	1	1	2		ATC Activity Report and Law Library Open Records Report E-mails. P		
	02.01.16	BPP Revocation Hearing Documents Log	1		1		P		
	02.01.17	Inmate Requests	5mo		5mo		I-60 (requesting law library session, subsq. Storage, app. Notary, etc.). P		
	02.01.18	Notary Denials	6mo		6mo		I-60. P		
4.2.005	02.01.19	Invoices for Shipment of Law Books	FE	3	FE+3		P		
5.2.014	02.01.20	Law Library Inventory	FE	3	FE+3		P		
	02.01.21	Offender Legal Visit Denial Form	1	1	2		P		
	02.01.22	Indigent Postage Requisition Form	1	1	2		P		
	02.01.23	Commissary Purchase Receipt-Access to Courts	1	1	2		P		
	02.01.24	Offender Request for Oral Notice	1		1		P		
	02.01.25	Shipping Tickets-Access to Courts	1		1		P		
	02.02.01	Stamp Log for Denomination Log	1	1	2		P		
	02.02.03	Postage Deduction Auth. for Court Doc. & Tran.	1	1	2		P		
	02.02.05	Supplies, Daily Summary of	1		1		Computer print-out. O		
	02.02.06	Supplies, Monthly Summary of	1	1	2		Computer print-out. P		

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	02.02.07	Stamp Reports, Monthly	1	1	2		E-mail. P		
	02.02.08	Verify E-form	1	1	2		Transfers, Subsequent Storage, Correspondence, Certify. P		
	02.02.09	Inmate Correspondence Supply Request	1		1		I-60's (for indigent supplies) and I-302's. P		
	02.03.01	Notice of Confiscation of Written/Printed Material	1	1	2		I-185. P		
	02.03.02	Authorization to Search Legal Materials	1	1	2		I-186. P		
	02.03.03	Subsequent Storage Container Review Checklist	1		1		ATCP05. P		
	02.03.04	Storage Container Request and Tracking Log	1	1	2		PROP04. P		
	02.04.01	Attorney Application to Visit	1	1	2		I-163. P		
	02.04.02	Application to Visit Offender as Attorney's Rep	1	1	2		I-164. P		
	02.04.03	Authorization for Approved Rep to Visit Offender	1	1	2		I-166. P		
	02.04.04	Offender Refusal to Visit Attorney or Attorney Rep	1	1	2		I-167. P		
	02.04.05	Witness Certif of Offender's Refusal to Visit Atty	1	1	2		I-168. P		
	02.04.06	Request for Attorney/Offender Telephone Call	1	1	2		I-162. P		
	02.05.01	Records Release Authorization	1	1	2		ATC01. P		
	02.05.02	Certified Copy of TFBA	1	1	2		P		
	02.05.03	Initial Partial Filing Fee Payment Authorization	1	1	2		ATC02. P		
	02.05.04	Court Filing Fee	1	1	2		E-mail. P		
	02.05.05	State of Texas Acknowledgement of Paternity	2	3	5		VS-159. P		
	02.05.06	Parent Survey on the AOP	2	3	5		Form 1798. P		
		Administrative Review - Administration							
1.1	03.01.01	Administrative Review Special Requests/Reports	AV		AV		O		

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SLR 105

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		Agribusiness, Land & Minerals							
1.1	04.01.01	FSA Acreage Reports	5		5		P		
1.1.068	04.01.02	Cost Analysis Reports, Agribusiness	CE	3	CE+3		P		
	04.01.03	Deeds & Abstracts	PM		PM		P		
	04.01.04	Easements	PM		PM		P		
	04.01.05	Equipment Preventative Maintenance Plans	US		US		P		
	04.01.06	License Agreements	LA+1	2	LA+3		P		
	04.01.07	Maps & Aerial Photos	AV		AV		O/Photographs		
1.1	04.01.08	Project Files and Planning Notes	AV		AV		P		
1.1.065	04.01.09	Raw Data Files, Agribusiness	AV		AV		O		
	04.01.10	Seismic Permits	AC	4	AC+4		AC=Completion of project. P		
	04.01.11	Tools & PC Inventory	US		US		P		
5.2.019	04.01.12	Work Orders	FE+1	2	FE+3		P		
		Capacity							
	05.01.01	Beneficial Occupancy Plan Meeting Minutes	AV		AV		P		
	05.01.02	Conversion of Facilities to TYC, Documentation	AV		AV		P		
	05.01.03	Emergency Expansion Beds, Documentation	AV		AV		P		
	05.01.04	Plan for Utilization of Temp Excess Capacity	AV		AV		P		
	05.01.05	Utilization of County Surplus Beds, Documentation	CE	3	CE+3		P		
		Chaplaincy							
3.3	06.01.01	Chaplaincy Personnel Data & Correspondence	AC		AC		AC=Employee's separation date. O		

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1.1	06.01.02	Faith Code Changes Reports	FE	5	FE+5		P		
1.1	06.01.03	Ministry Organizations Data	AC		AC		AC=When organization no longer participates in Chaplaincy program. E		
1.1.008	06.01.04	Offender Faith Change Requests	FE	5	FE+5		P		
1.1	06.01.05	Offender Mail Data	CE	3	CE+3		E		
5.2	06.01.07	Office Supplies Inventory	AC		AC		AC=Items removed from inventory. E		
	06.01.08	Religious Practices & Doctrines Documentation	PM		PM		P		
1.1.063	06.01.09	Religious Practices Committee Meeting Minutes	PM		PM		E		
1.1	06.01.11	Unit Monthly Statistical Reports/Related Summaries	FE	3	FE+3		P		
	06.01.12	Formal Request to Donate Property/Equipment/Funds	LA	3	LA+3		O		
	06.01.13	Denominational Leave	AC	3	AC+3		AC=After event is complete. P		
	06.01.14	HQ150-Requests for Faith Accommodation	PM		PM		P		
	06.01.15	Request for Reassignment for Religious Services	PM		PM		P		
	06.01.16	Muslim Offender Coordinator	AC	3	AC+3		AC=Term expires. P		
	06.01.17	Offender Death Notification	CE	3	CE+3		P		
	06.01.18	Offender Family Member Death or Illness Worksheet	CE	3	CE+3		P		
	06.01.19	Shahada Declaration	AV		AV		P		
	06.01.20	Religious Devotional Item	CE	3	CE+3		P		
	06.01.21	Religious Medallion Approval	CE	3	CE+3		P		
	06.01.22	Witness Statement	CE	3	CE+3		P		
	06.01.23	Negative Telephone List	AC	3	AC+3		AC=Completion of situation. P		
	06.01.24	Unit Chaplaincy Program Files	AC	3	AC+3		AC=After completion of program. P		

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	06.01.25	New Program/Activity Approval Form	AC	3	AC+3		AC=After program is no longer being offered. P		
	06.01.26	Ministerial Visitation Program Files	CE	3	CE+3		P		
	06.01.27	Chaplain's Personal Property Inventory	AC		AC		AC=Duration of Chaplain's tenure. P		
		Classification & Records - Headquarters							
1.1	07.01.01	Forms & Fax Information	AV		AV		P		
1.1.065	07.01.02	Projected Population Reports	CE		CE		Do not use. Number will be deleted 12/31/2013.		
1.1.065	07.01.03	Sub Abuse Felony Punish Facility Backlog Documentati	AV		AV		P		
1.1.065	07.01.04	SAFPF Reports, Scheduled	CE	1	CE+1		E		
1.1.065	07.01.05	Special Alternative Incarceration Prog D-Base Programs	AV		AV		E		
1.1.065	07.01.06	SAIP Evaluations	AV		AV		E		
1.1.065	07.01.07	SAIP Rap Sheets	AV		AV		P		
1.1.065	07.01.08	SAIP, Ineligible for	AV		AV		P		
1.1.069	07.01.09	State Jail Releases	2		2		Do not use. Number will be deleted 12/31/2015.		
1.1	07.01.10	State Jail Reports	5		5		Do not use. Number will be deleted 12/31/2018.		
	07.01.11	Discharge E-Mails	US	1	US+1		O		
	07.01.12	Discharge Monthly List	US	1	US+1		O		
	07.01.13	Commissary and Go Home Checks	AV		AV		O		
	07.01.14	Load History Tracking	CE		CE		O		
	07.01.15	State and Federal Court Orders	AV		AV		O		
	07.01.16	Bench Warrant Requests	AV		AV		O		
	07.01.17	Actual Intake Totals	AV		AV		O		

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	07.01.18	SAFPF Intake Analysis	CE	1	CE+1		O		
	07.01.19	SAIP County Letters	CE	2	CE+2		O		
	07.01.20	SAIP Schedule	CE	2	CE+2		O		
	07.01.21	SAFPF Detainer Letters	AC		AC		AC= After release of detainer. O Do not use. Number will be deleted 12/31/2013.		
	07.01.22	Byrd Unit/Transfer Facility Intake	CE		CE		O		
	07.01.23	Transfer Requests	CE		CE		O		
	07.01.24	County Transport Authorization	CE	2	CE+2		O		
	07.01.25	Mandatory Supervision Release	2		2		P		
	07.01.26	Parole Release	2		2		P		
1.1.057	07.02.01	Programmer Documents	AC		AC		AC=Purpose of record has been fulfilled. P		
1.1.069	07.03.01	Aftercare Plan Log	US	2	US+2		P		
1.1	07.03.02	Attorney General's Office Call Request Form	US	2	US+2		P		
1.1.069	07.03.03	Bench Warrant HIV Discharge List	US	2	US+2		P		
1.1.069	07.03.04	Bench Warrant Monthly Reports	US	2	US+2		P		
1.1.069	07.03.05	Field Services Div Monthly Statistics	US	2	US+2		P		
1.1.069	07.03.06	Field Services Monthly Medical Logs	US	2	US+2		P		
1.1.069	07.03.07	Field Services Monthly Medical Reports	US	2	US+2		P		
1.1.069	07.03.08	Field Services Statistics	US	2	US+2		P		
1.1.069	07.03.09	HIV Discharge List	US	2	US+2		P		
1.1	07.03.10	Hosp/Health Dept Medical Referral List	US	1	US+1		P		
1.1.069	07.03.11	Inmate Progress Reports	CE	2	CE+2		P		

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1.1.069	07.03.12	Medical Reports, Monthly	US	2	US+2		P		
1.1.069	07.03.13	Mental Health Caseload Monthly Reports	US	2	US+2		P		
1.1	07.03.14	Mental Health Referral List	US		US		P		
1.1.069	07.03.15	Mental Health Reports, Pre-Release	US	2	US+2		P		
1.1	07.03.16	Offender List, Age 60 & Older	US		US		P		
1.1	07.03.17	Offender List, Min/Max Expiration Dates	US		US		P		
1.1.069	07.03.18	Pre-Parole Release Log	US	2	US+2		P		
1.1.069	07.03.19	Prosthesis Log	CE	2	CE+2		P		
1.1	07.03.20	Sex Offender Release List	AV		AV		E		
1.1.069	07.03.21	Shock Probation Reports	CE	2	CE+2		P		
1.1.069	07.03.22	Soc Serv/Field Services Client Transport Reports	CE	2	CE+2		P		
1.1.069	07.03.23	Special Release Log	US	2	US+2		P		
1.1.069	07.03.24	Substance Abuse Statistics Logs	US	2	US+2		P		
1.1.069	07.03.25	Transitional Assistance Request Log	CE	2	CE+2		P		
1.1	07.03.26	Transport Authorization	3		3		E		
1.1	07.04.01	In-Cell Integration Reports	3		3		P		
1.1	07.04.02	Incident Data Forms	AC	3	AC+3		AC=Termination of Lamar case. Paper destroyed after 3 yrs. O		
1.1.048	07.04.03	Lamar Litigation Files (Originals)	AC	5	AC+5	R	AC=Termination of Lamar case; (See Definition, pg. xvii). P		
1.1	07.04.04	Op Strategic Plan Output/Measurement Checklist	US	2	US+2		P		
1.1	07.04.05	Suspension of Random Cell Assignments	AC	3	AC+3		AC=Termination of compliance with Lamar case. P		
1.1	07.05.01	Classification Committee Docket	3		3		P		

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STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.057	07.05.02	Index Cards (Alpha List of all Inmates)	AC		AC		AC=Purpose of record has been fulfilled. P		
1.1.057	07.05.03	Inmate Committee Card	AC		AC		AC=Purpose of record has been fulfilled. P		
	07.05.04	Inmate Folder	AC	30	AC+30		AC= After death or discharge. O		
1.1	07.05.05	Ledger Books	PM		PM	A	Contains list of all offenders: name, TDCJ#, county of conviction, release date. P		
1.1.070	07.06.01	Classification Plan	AC	20	AC+20	R	Historical reference; AC=Effective date of plan. O		
1.1.069	07.07.01	Unit Activity Reports, Monthly	1		1		O		
1.1.069	07.07.02	Audit Reports, Operational Review	AC	7	AC+7		AC= Until the subsequent inspection has been completed. P		
1.1.065	07.07.03	Housing Capacity Reports, Daily	3		3		P		
1.1.069	07.07.04	Housing Scheme Changes	AV		AV		P		
1.1.065	07.07.05	Mishoused Offender Reports	6mo		6mo		P		
	07.07.06	Offender Job Descriptions	US	1	US+1		E		
1.1.069	07.07.07	Offender Job Strength Reports	3		3		E		
3.3.030	07.07.08	Training Reports	PM		PM		TNG, Attendees, Specifications. P		
1.1	07.07.09	Unit Capacity Reports	2		2		P		
	07.07.10	County Schedules	CE	1	CE+1		Do not use. Number will be deleted 12/31/2015. Use 07.01.24.		
	07.07.11	Release Letters	6mo		6mo		P		
	07.07.12	Population Analysis	CE	3	CE+3		P		
1.1.069	07.07.13	Unit Records Visitation Log	3		3				
		Classification & Records - Units/Facilities							
1.1.069	07.08.01	Classification/ITP Committee Docket	1	2	3		P		
	07.08.02	Death Row Unit Files	PM		PM		Upon offender's release, file sent to Class. Hdqtrs permanent archive. P		

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	07.08.03	Deceased Offender File	3		3		File is retained on unit. After three years forward file to CRO. P		
1.1	07.08.04	Health Summary for Classification	AC	30	AC+30		AC= After death or discharge.		
1.1	07.08.05	Lamar Housing Compliance	1	2	3		E		
1.1	07.08.06	Lamar Job Compliance	1		1		E		
1.1	07.08.07	Offender Emergency Housing Moves Log	1	5	6		P		
	07.08.08	Offender File, Unit	AC	30	AC+30		AC= After death or discharge.		
1.1	07.08.09	Offender Protection Log	1	5	6		P		
	07.08.10	Offender Travel Card	AC	30	AC+30		AC= After death or discharge.		
1.1	07.08.11	Orientation Sign-in Roster	1		1		P		
1.1	07.08.12	Subsequent Review Report	3		3		P		
1.1	07.08.13	Unit Classif. Committee SSI Review Form	AV		AV		Upon offender's release, file sent to Class. Hdqtrs permanent archive. P		
1.1	07.09.01	Absentee Correction Form	2		2		P		
1.1	07.09.02	Absentee Tracking Rosters	6mo		6mo		P		
1.1	07.09.03	Absentee Tracking Rosters (with unexcused absence)	2		2		P		
1.1	07.09.04	Count Sheet, Unit	6mo		6mo		P		
1.1	07.09.05	Countroom Activity Reports, Daily	6mo		6mo		P		
1.1	07.09.06	Master Assignment Rosters	1		1		P		
1.1	07.09.07	Offender Job Descriptions (Unit)	US	1	US+1		P		
1.1	07.09.08	Offender Job Strength Reports (Unit)	AC	6mo	AC+6mo		AC=Date report is sent to Classification Hdqtrs. P		
1.1	07.09.09	Offender Strength Reports, Daily	2 mo		2 mo		P		
1.1	07.09.10	Offender Transfers, Chain Lists	1		1		P		

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1.1	07.09.11	Required Inmate Numbers (Job Assignment Summary)	1		1		P		
1.1	07.09.12	Single Cell Reports	FE	3	FE+3		E		
1.1	07.09.13	Solitary/PHD/Lockdown Reports	1		1		P		
1.1	07.09.14	Temporary Detention Logs	1		1		P		
		Commissary Operations							
4.3.002	08.01.01	Commissary and Warehouse POS Reports	FE	3	FE+3		Automated POS (point-of-sale) system-generated reports. P		
5.3.004	08.01.02	Commissary Order Slip/POS Receipts	AV		AV		Stored 1 year on unit then sent to admin for remaining year. P		
4.5.002	08.01.03	Financial Reports, Commissary Comprehensive Annual	AC	6	AC+6		AC=Date of report. P		
	08.01.04	Inventory Observation Documents	AC		AC		AC= Upon closure of the observation audit.		
	08.01.05	Offender Identification Card	6mo		6mo		P		
	08.01.06	Offender Money Orders, Deposit and Withdrawal	6mo		6mo		O		
		Community Justice Assistance Division							
1.1.062	09.01.01	Judicial Advisory Council Meetings/Minutes/Agendas	PM		PM	A	Copies sent to the State Archives fulfill the archival requirement. P		
2.1.011	09.02.01	Information Files	AC		AC		AC=The related records have been destroyed. Includes development of the IDB. P		
1.1.065	09.02.03	Production Files and Data	AV		AV		E		
1.1.064	09.02.04	Residential/Non-Residential Data Forms	FE	3	FE+3		O		
1.1.064	09.02.05	Workload Reports, Monthly	FE	3	FE+3		MCSCR. O		
4.5.003	09.03.01	CSCD Budget Documentation	AC	6	AC+6		AC=Sept 1 of odd-numbered calendar years. P		
1.1	09.03.02	CSCD Waivers	PM		PM		P		
1.1	09.03.03	On-Site Monitoring/Tech Assistance Reports	1	9	10		P		
4.7	09.04.01	Payment Allocation Formulas & Surveys	FE	6	FE+6		P		

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4.5.006	09.04.02	Payment Information for Per Capita Payments	FE	6	FE+6		PSIBASE. P		
1.1	09.05.01	SAFPF Defendants Tracking Log	AC	1	AC+1		AC=After placement in a facility. P		
1.1	09.05.02	SAFPF Early Release Discharge List	AC	2	AC+2		AC=After discharged from a facility. P		
1.1.068	09.05.03	Treatment Alter Incarceration Prog Qrtrly & Annual Rpt	AC	6	AC+6		AC=Termination of contract. P		
5.3.007	09.05.04	TAIP Vendor Budgets	FE	3	FE+3		P		
1.1	09.06.01	Probation Officer Certification	AV		AV		Mandated by HB 2335. O		
3.1	09.06.02	Registration Documents	4		4		E		
1.1	09.06.03	Roster for Workshops	AC	5	AC+5		AC=Employee's separation date. P		
3.1	09.06.04	Workshops Sign-in Sheets	AV		AV		P		
		Community Liaison							
	10.01.16	Community Liaison Office Reports	FE	3	FE+3		O		
	10.01.17	Community Liaison Office Databases	AV		AV		E		
	10.01.18	Prison Deterrence Education Programs Manual	US	1	US+1		O		
	10.01.19	Life Decisions Program Presentation Files	FE	1	FE+1		O		
	10.01.20	Life Decisions Program Offender Prog. Volunteer Files	AC	1	AC+1		AC=Date offender no longer participates as a program volunteer. O		
	10.01.21	Adult Education Program Documentation Files	FE	1	FE+1		O		
	10.01.22	Adult Education Program Offender Prog. Volunteer File	AC	1	AC+1		AC=Date offender no longer participates as a program volunteer. O		
	10.01.23	Crisis Response Intervention Support Prog (CRISP) Pla	US	1	US+1		CRISP. O		
	10.01.24	CRISP Team Leader Volunteer Application	AC	1	AC+1		AC=Date employee is not accepted or no longer continues as a CRISP volunteer .O		
	10.01.25	CRISP Team Member Volunteer Application	AC	1	AC+1		AC=Date employee is not accepted or no longer continues as a CRISP volunteer. O		
	10.01.26	CRISP Agreement of Understanding/Participation Form	AC	1	AC+1		AC=Date employee is no longer continues as a CRISP volunteer. O		

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	10.01.27	CRISP Team Member Intervention Form	FE	3	FE+3		O		
	10.01.28	Unit,DivisionalDepartment Monthly Intervention Rep.	FE	3	FE+3		O		
	10.01.29	Regional Monthly Intervention Report Form	FE	3	FE+3		O		
	10.01.30	Office Inventory Files	US	1	US+1		O		
		Correctional Training							
1.1	11.01.01	American Correctional Association Files, Training	AV		AV		AV= Current plus one previous accreditation. P		
1.1	11.01.02	Correctional Training Monthly & Quarterly Reports	FE	3	FE+3		P		
1.1.065	11.01.03	Employee Rosters	AC	5	AC+5		AC=After end of training. Use 23.12.03 Number will be deleted 12/31/2011. P		
1.1.065	11.01.04	End-of-Training Reports	PM		PM		O		
3.3.030	11.01.05	Lesson Plans/Curriculum	PM		PM		O		
1.1.065	11.01.06	Major's Monthly Reports	FE	3	FE+3		P		
3.1.027	11.01.08	Training Class Files	FE	3	FE+3		P		
5.3.007	11.01.10	Training Program Agreements/Contracts	AC	4	AC+4		AC=Expiration or termination of instrument according to terms. P		
1.1.065	11.01.14	Training Plans & Annual Reports	PM		PM	R	Historical reference. O		
	11.01.16	Letters of Transmittal	FE	3	FE+3		O		
	11.01.17	Lesson Plan Development Files	FE	3	FE+3		O		
	11.01.18	Firearms Affidavits	AC	5	AC+5		PERS-511; AC=Date of the employee's latest affidavit. P		
	11.01.19	Pre-Service Training-Phase I & II Certification	AC	5	AC+5		TNG-100; AC=Employee's separation date. P		
	11.01.20	In-Service Training Record	AC	5	AC+5		TNG-99; AC=Employee's separation date. P		
	11.01.21	Training Instructor Certifications	AC	5	AC+5		AC=Employee's separation date. O		
	11.01.22	Training Property Logs	FE	3	FE+3		P		

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SLR 105

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		Counsel Substitute							
4.5.001	12.01.16	Counsel Substitute Activity Reports, Monthly	5		5		P		
		Crime Stoppers							
	13.01.01	External Tips Received	AV		AV		P		
	13.01.02	Internal Tips Received	AC		AC		AC = Dismissal, final disposition of court, highest appellate + 180 days. P		
	13.01.03	Non-Tip Files	AV		AV		P		
	13.01.04	Rewards Paid	AC		AC		AC = Dismissal, final disposition of court, highest appellate + 180 days. P		
	13.01.05	Tip Information	AC	1	AC+1		AC=Information given to appropriate agency. P		
	13.01.06	Unsolvd Felony Cases Recvd from Other Agencies	AC	1	AC+1		AC=After case closed. P		
		Emergency Action Center							
1.1.069	14.01.01	Duty Roster, Administrative	3		3		Do not use. Number will be deleted 12/31/2016.		
1.1	14.01.02	EAC Administrative Review Reports	CE	7	CE+7		P		
1.1.069	14.01.03	EAC Daily Log	1	1	2		Do not use. Number will be deleted 12/31/2015.		
1.1	14.01.04	EAC Requests for Information, Miscellaneous	3		3		P		
1.1	14.01.05	EAC Special Projects	3		3		P		
1.1.069	14.01.06	EAC Statistics (Working Papers)	1	1	2		P		
1.1	14.01.07	Incident Statistical Reports	CE	3	CE+3		P		
1.1	14.01.08	Serious/Unusual Incident Reports	CE	7	CE+7		O		
1.1.069	14.01.09	Serious/Unusual Incidents Log	1	1	2		P		
1.1.008	14.01.10	Serious/Unusual Incidents Summaries (E-Mail)	1	1	2		P		
1.1.008	14.01.11	Serious/Unusual Incidents, Unnumbered	1	1	2		P		

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	14.01.12	Attorney General's Affidavits	AC	1	AC+1		AC=Completion of Affidavits. O		
	14.01.13	Homicide Incident Records	PM		PM	R	O		
5.4.002	14.01.14	Emergency Drill Notifications	6mo		6mo				
1.1	14.01.15	Weekly Administrative Review Request Report	1		1				
1.1	14.01.16	Monthly Time Interval Report	1		1				
1.1.069	14.01.17	Sexual Abuse Incident Data	CE	10	CE+10				
1.1	14.01.18	Sexual Abuse/Harassment Administrative Reviews	AC	5	AC+5		AC= Abuser release or employment termination.		
		Executive Administration							
5.6.008	15.01.01	Pilot License Verifications	AC	5	AC+5		AC=Termination of employment. P		
	15.01.02	Advisory Counsel on Ethics (ACE) Files	AV		AV		P		
5.4.013	15.01.03	Disaster Preparation Plans, TDCJ	US		US				
1.1	15.01.04	FEMA Requests for Public Assistance	AC	3	AC+3		AC= After completion of funded project. O		
		Executive Services							
1.1.070	16.01.01	Agency Rules, Policies & Procedures (Originals)	PM		PM	R	Historical reference. O		
1.1	16.01.02	Agency Rules, Policies & Procedures(Working Files)	AC	20	AC+20		Historical reference; AC=Effective date of policy. O		
1.1.065	16.01.03	Daily Maximum Inmate Population Report	AV		AV		Historical reference. O		
	16.01.04	Death Row - Internet Web Page	US	1	US+1		E		
	16.01.05	Death Row Historical Files	PM		PM	A	Historical reference. P		
1.1	16.01.06	Divisional/Departmental Manuals - Library Copy	US		US		P		
1.1.065	16.01.07	Frequency Distribution Report	AV		AV		FRED1. O		
1.1.065	16.01.08	Inmate Monthly Reports	AV		AV		P		

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1.1.063	16.01.09	Leadership Council Agenda/Minutes	3		3	R	P		
1.1.069	16.01.10	Offender Community Work Projects	1	2	3		P		
1.1.065	16.01.12	Statistical Reports, TDCJ	AV		AV		O		
1.1.065	16.01.13	Surveys, TDCJ	FE	9	FE+9		P		
1.1.058	16.01.14	Texas Board Criminal Justice (TBCJ) Agenda & Minute	PM		PM	A	Includes Executive Session, committee agendas/minutes. P		
1.1.060	16.01.15	TBCJ Meeting Audiotapes	AC	20	AC+20		Includes committee meetings; AC=Official approval of written minutes. E		
1.3.001	16.01.16	TDCJ Fiscal Year Statistical Publication	AV		AV	R	O		
1.1.065	16.01.17	Total Bed Summary Report	AV		AV		Historical reference. O		
	16.01.18	Mainframe Data Snapshot	AV		AV		O		
	16.01.19	External Research	4		4		O		
		Facilities							
5.1.001	17.01.01	Consultant Selection Process Documents	AC	4	AC+4		AC=Expiration or termination of instrument according to terms. O		
1.1.069	17.02.01	Facilities Activity Reports, Weekly	1		1		O		
5.2.003	17.03.01	Construction Specifications (State-owned Property)	LA		LA	R	O		
5.2.003	17.03.02	Construction Specifications (Leased Property)	AC	2	AC+2		AC=Expiration or termination of lease. O		
5.2.002	17.03.03	Project Files (doc from all Facilities depts)	AC	10	AC+10	R	AC=After completion of project. O/Tape		
5.2.003	17.03.04	Record Set or As-Built Drawings	LA		LA	R	O		
5.2.001	17.04.01	Appraisals, Building or Property	AV		AV	R	O		
5.2.003	17.04.02	Architecture & Engineering Files (State-owned)	LA		LA	R	O		
5.2.003	17.04.03	Architecture & Engineering Files (Leased Property)	AC	2	AC+2		AC=Expiration or termination of lease. O		
5.2.002	17.04.04	Environmental Site Studies	AC	10	AC+10	R	AC=After completion of project. O		

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5.2.004	17.04.07	Requests for Administrative Space	1		1		O		
5.2	17.04.08	Site Selection	LA		LA		O		
	17.04.09	Biennial Capital Expenditure Plan	US		US	R	O		
5.2.027	17.04.10	Space Utilization Reports	AV		AV		O		
5.2.022	17.04.11	Submetering Records	AV		AV		O		
4.1.002	17.04.12	Utility Bills	FE	3	FE+3		O		
5.2.022	17.04.13	Utility Files	AV		AV		O		
5.4.009	17.04.14	Workplace Chemical Lists	30		30		O		
	17.04.15	Environmental Permits	US	10	US+10		O		
	17.04.16	Agency Resource Efficiency Plan	US		US		O		
	17.04.18	Maintenance Training/Licensing Request & Documents	AC	5	AC+5		AC=Completion of Training and Licensing. O		
	17.04.19	Preliminary Energy Audit	AC	6	AC+6		AC=All preliminary or investment grade energy audits. O		
4.1.005	17.05.01	Red Book (Monthly Financial Reports)	FE	3	FE+3		O		
4.1.002	17.05.02	TYC Construction Budget Records	FE	3	FE+3		O		
	17.05.03	Operating Reports, Monthly	AV		AV		O		
	17.05.04	TCRA Annual Report (Tier 2)	30		30		O		
5.4.009	17.06.01	Asbestos Files	30		30		O		
1.1.008	17.06.02	Boiler Systems Records	2	3	5		O		
	17.06.03	Corrective/Preventive Maintenance Yearly Log	1	1	2		Maintained at Unit Maintenance. O		
1.1.008	17.06.04	Elevator Files	LA	3	LA+3		O		
	17.06.05	Employee Housing Repairs & Maintenance Logs	AV		AV		O		

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RECORDS RETENTION SCHEDULE

SLR 105

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2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

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	17.06.06	Equipment Cards	LA	1	LA+1		Maintained at Unit Maintenance. O		
1.1.008	17.06.07	Hazardous Waste Records	PM		PM		O		
5.2.008	17.06.08	Heating, Ventilation & Air Conditioning Files	LA	5	LA+5		O		
1.1.008	17.06.10	Locking Systems Records	1	1	2		O		
5.2.018	17.06.11	Maintenance Activity Reports, Monthly	1	1	2		AD 85. O		
4.1.005	17.06.12	Material Inventory	FE	3	FE+3		O		
1.1.008	17.06.13	Solid Waste Records	CE	4	CE+4		O		
5.2	17.06.14	Unit Maintenance & Sanitary Inspection Log	3		3		YWOL. P		
	17.06.15	Unit Maintenance Work Requests	1	1	2		Maintained at Unit Maintenance. O		
	17.06.16	Warranty Documents	AC	4	AC+4		AC=After warranty expires. O		
1.1.008	17.06.17	Wastewater Operation Files	CE	3	CE+3		O		
1.1.008	17.06.18	Water Systems Records	CE	2	CE+2		O		
	17.06.19	PotableWater Systems Records (Public Notices)	CE	3	CE+3		P		
	17.06.20	Potable Water Systems Records (Analysis)	CE	5	CE+5		P		
	17.06.21	Potable Water Systems Records (Sanitary Surveys)	AC	10	AC+10		AC= After completion of the survey involved. P		
	17.06.22	Calibration of Equipment	AV		AV		P		
	17.06.23	Sanitary Reports or Surveys	AV		AV		P		
	17.06.24	Request for Water/Waste Water Courses or Licenses	AV		AV		P		
	17.06.25	Customer Service Inspections	AV		AV		P		
	17.06.26	Refrigerant Logs	5		5		O		
5.2.018	17.06.27	Wastewater Annual Sludge Report	FE	5	FE+5				

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		Finance							
4.4.003	18.01.01	Accounts Payable Quarterly & Year-End Ledgers	FE	3	FE+3		P		
4.4.002	18.01.02	Aged Trial Balances	FE	3	FE+3		E		
4.5.002	18.01.03	Agricultural Activity Reports, Monthly	FE	3	FE+3		P		
4.5.002	18.01.04	Appropriations Activity Reports	FE	3	FE+3		E		
4.6.002	18.01.05	Appropriations Reconciliation Records	FE	3	FE+3		O		
4.4.001	18.01.06	Balance Sheet Reports, Year-End	FE	3	FE+3		O		
4.1.004	18.01.07	Binding Encumbrance Detail	FE	3	FE+3		P		
4.1.007	18.01.09	Budget Transfer and Records	FE	3	FE+3		P		
4.7.006	18.01.10	Comptroller Statements, Adhoc Year-End Reports	FE	3	FE+3		P		
5.2.014	18.01.11	Consumable Inventories, Annual Year-End	FE	3	FE+3		P		
4.5.002	18.01.12	Contract Retention Reports, Year-End	FE	3	FE+3		O		
4.5.002	18.01.13	Cost Analysis Reports & Working Papers	FE	3	FE+3		P		
4.1.005	18.01.14	Cotton Production & Storage Records	FE	3	FE+3		P		
5.2.015	18.01.15	Deletion Request	FE	3	FE+3		Accounting. P		
3.4.002	18.01.16	Employee Compensable Leave & Sick Leave Reports	2	2	4		P		
3.1.031	18.01.17	Employee Housing, Services & Sub Records	US	3	US+3		P		
4.4.004	18.01.18	Employee Savings Bond Ledgers	FE	3	FE+3		P		
3.2.001	18.01.19	Employee Service Option Records	AC	4	AC+4		AC=Termination of employee, or amended, expired, terminated authorization. P		
4.5.003	18.01.20	Financial Reports, TDCJ Annual (Original)	PM		PM		Continual reference source. P		
4.5.001	18.01.21	Financial Reports, TDCJ Annual (Working Papers)	FE	3	FE+3		P		

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4.1.005	18.01.22	Firing Range Reports	FE	3	FE+3		P		
4.5.005	18.01.23	Fiscal Reports, External (Cost per Day)	FE	3	FE+3		P		
5.2.014	18.01.24	Fixed Asset Physical Inventory Worksheets	FE	3	FE+3		P		
5.6.001	18.01.25	Flight Log Manifest	LA	3	LA+3		P		
3.2.003	18.01.26	Form 1099 Miscellaneous Information	AC	4	AC+4		AC=Tax due date, date claim is filed, or date tax is paid: whichever is later. P		
4.3.002	18.01.27	Fuel & Oil Inventory Tax Refunds	FE	3	FE+3		P		
4.4.001	18.01.28	General and Subsidiary Ledgers	FE	3	FE+3		P		
1.1	18.01.29	General Land Office Reports	FE	3	FE+3		Legal Division & Accounting. P		
4.4.001	18.01.30	General Ledger Fund Detail Balance	FE	3	FE+3		O		
3.1.023	18.01.31	Hazardous Duty Records (Past Fiscal Year)	US	4	US+4		P		
4.5.002	18.01.32	Industrial Fact Reports	FE	3	FE+3		P		
5.2.016	18.01.33	Inventory Adjustments, Monthly	AC		AC		AC=Month closed; transfer of information into annual listing. P		
4.5.002	18.01.34	Lease Space Occupied Reports, Year-End	FE	3	FE+3		O		
3.4.002	18.01.35	Leave Status Reports	FE	3	FE+3		P		
5.2.017	18.01.36	Lost/Damaged/Destroyed Property Reports	FE	3	FE+3		Accounting. P		
3.2.002	18.01.37	Merits Given in Past Fiscal Year	4		4		P		
4.4.001	18.01.38	Operating Revenue & Expenditures by Source	FE	3	FE+3		O		
4.4.001	18.01.39	Operating Statements, Year-End	FE	3	FE+3		O		
4.5.002	18.01.40	Professional Fees Reports, Year-End	FE	3	FE+3		O		
4.7.004	18.01.41	Property Donations	LA	3	LA+3		P		
4.7.012	18.01.42	Security Files (Lonestar & USAS)	US+FE	3	US+FE+3		P		

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4.7.007	18.01.43	Statement of Accounts	FE	3	FE+3		E		
5.2.022	18.01.44	Utility Reports & Records	AV		AV		P		
4.7.005	18.02.01	Claim Files (Financial Services)	AC	3	AC+3		AC=Resolution of claim. P		
4.4	18.03.01	Restitution Case Records	AC	3	AC+3		AC=Duration of parole. P		
4.4	18.03.02	Supervision Fees Case Records	AC	3	AC+3		AC=Duration of parole. P		
4.2.001	18.03.03	Void & Transfer Records/Deposit Documents	FE	3	FE+3		P		
4.5.006	18.04.01	Budget, TDCJ Annual Operating	FE	10	FE+10		P		
1.1.004	18.04.02	Legislative Appropriation Requests, Finance	AC	6	AC+6	A	AC=Sept 1 of odd-numbered calendar years; Copy to TSL. P		
1.1.064	18.04.04	Performance Measures Documentation, Agency	FE	3	FE+3		P		
1.1.068	18.04.05	Performance Measures Reports, Agency	AC	6	AC+6		AC=Sept 1 of odd-numbered calendar years. O		
3.3.026	18.04.06	Staffing Reports, Agency (FTE Information)	US	3	US+3		P		
1.1.058	18.04.08	TBCJ Special Committee Meeting Agenda & Minutes	PM		PM	A	Copy to TSL. O		
4.7.002	18.05.01	Bank Statements (Finance)	FE	3	FE+3		P		
4.1.003	18.05.02	Canceled Checks/Stubs	FE	3	FE+3		P		
5.1.013	18.05.03	Insurance Policies	AC	4	AC+4		AC=Expiration or termination of policy according to terms. P		
4.1.006	18.05.04	Investment Transaction File	FE	3	FE+3		P		
4.7.003	18.05.05	Returned Checks	AC	3	AC+3		AC=After deemed uncollectible or when collection is made. P		
5.1.001	18.05.06	Surety Bonds	AC	4	AC+4		AC=When bond expires. P		
5.1.001	18.06.01	Contracts and Leases (Contracts & Procurement)	AC	4	AC+4		AC=Date of contract close-out; Includes "related" purchase orders. P		
5.3.008	18.06.02	Purchasing Logs, Financial Services (Manual)	FE	3	FE+3		P		
	18.06.03	Purchase Orders (Contracts & Procurement)	FE	4	FE+4		To include all related documents. O		

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4.7.006	18.07.01	Warrant Register	FE+1	2	FE+3		P		
3.2.008	18.08.01	Direct Deposit Authorization Form	US		US		Form 74-158. P		
3.2.008	18.08.02	Direct Deposit Records	US		US		USAS 3691. E		
3.2.003	18.08.03	Federal Tax Records (941, W2 Reports)	AC	8	AC+8		AC=Tax due date, date the claim is filed, or date tax is paid, whichever is later.		
	18.08.05	Job Allocation File	US		US		Form 14.08. P		
3.4	18.08.06	Leave Without Pay (Employee - Type 8)	US		US		PAY601. P		
3.	18.08.07	Longevity/Hazard Duty Records	FE	3	FE+3		PAYWHO8, PAYWHO9, PAY20D. P		
3.	18.08.08	Merits in Current Fiscal Year	FE	3	FE+3		PAY5M8. E		
	18.08.09	Overtime Manual Time Adjustments	FE	3	FE+3		P		
3.2.001	18.08.10	Payroll Deduction Records	AC	4	AC+4		AC=Termination of employee, or amended, expired, terminated authorization. E		
4.1.004	18.08.11	Payroll Detail	FE	3	FE+3		PAYDET1 (Regular, Supplemental, OT#1&2, Per Diem, WSD Sub). E		
3.2.002	18.08.12	Payroll History	PM		PM		Database maintained by IT Division (History/Time). E		
4.1	18.08.13	Payroll Runs	FE	3	FE+3		PAYALPH2 (alpha by unit). E		
3.2.003	18.08.14	TWC Reports	AC	4	AC+4		AC=TWC calendar year. P		
3.4	18.08.15	Time Balance Records	6mo		6mo		PAY724,PMS714-A, PMS719,PMS770. E		
5.1	18.08.16	Warrant Pick-Up Authorization	6mo		6mo		Regular, Supplemental, OT#1&2. P		
3.3.020	18.08.17	Work Schedules, Spreadsheets	FE		FE		Excel Work Schedules by fiscal year (A-Y,#1-#4,H1-H6,J1-J3,P1-P9). E		
3.2.008	18.08.18	PayCard Authorization Forms	US		US		P		
		Food Service							
1.1	19.01.01	Bread/Milk Delivery Worksheets	FE	1	FE+1		P		
1.1	19.01.02	Cook's Worksheet	FE	2	FE+2		FS-CW. P		

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1.1	19.01.03	Diet Log	FE	2	FE+2		FS-DL. P		
3.3.030	19.01.04	Initial Training Acknowledgement Form	AC	2	AC+2		FS-IT; AC=Date offender is no longer assigned to Food Service. P		
1.1	19.01.05	Performance Audit Tool	FE	2	FE+2		PAT. P		
1.1	19.01.06	Pest Control Inspection Reports	FE	2	FE+2		P		
5.2.016	19.01.07	Requisition Sheets	AC	3mo	AC+3mo		FS-6; AC=Transfer of information into annual listing. P		
3.3.030	19.01.08	Safety & Sanitation Training Acknowledgement Form	AC	2	AC+2		FS-SS; AC=Date offender is no longer assigned to Food Service. P		
5.2.016	19.01.09	Stock Record Cards, Food Service	FE	3	FE+3		AD-4. P		
1.1.069	19.01.10	Temperature Log	FE	2	FE+2		FS-TL. P		
1.1.069	19.01.12	Unit Cleaning Schedule	1		1		P		
	19.01.13	Menu Planning Guide	2		2		O		
		Further Investigative Rehabilitation (FI-R)							
	20.01.01	FI-R Database	AC	4	AC+4		AC=Discharge date of offender. E		
1.1.069	20.01.02	FI-R Departmental Reports	FE	3	FE+3		O		
	20.01.03	FI-R Program Referrals	AC	4	AC+4		AC=Discharge date of offender. O		
	20.01.04	Lifeskills Approval	US	3	US+3		P		
		General Counsel, Office of the							
	21.01.01	Advisory Counsel on Ethics (ACE) Files	AV		AV		Do not use. Number will be deleted 12/31/2013. Use 15.01.02.		
	21.01.02	Execution Documents	1		1		P		
1.1.014	21.01.03	Legal Opinions, General Counsel (Originals)	PM		PM	R	Opinions are permanent until superseded. O		
1.1.048	21.01.04	Litigation Files,General Counsel (See Definition,pg.xiii)	AC	3	AC+3	R	AC=No lawsuit filed, dismissal, final decision of court or highest appeal. Cases that set legal precedent or exhibit historical value will be evaluated by the A.I.S. Division of the T.S.L.A.C. for archival preservation . O		
	21.01.05	Pre-Litigation Files	AV		AV		AV= Statute of limitation plus one year.		

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	21.01.06	Attorney Working Files	AV		AV		O		
	21.01.08	Attorney-in-Good Standing Files	1		1		O		
		Health Services - Administration							
	22.01.01	Employee Exposure Health Records, TDCJ	AC	30	AC+30		AC=Date the employee will turn 65; 29 CFR 1910.1020(d). O		
	22.01.02	Mortality Review Records	AC	10	AC+10		AC=Date of offender's last discharge. O		
	22.01.03	Offender Correspondence & Related Documents	AC	10	AC+10		AC=Maximum expiration date of the offender's sentence. O		
	22.01.04	Offender Medical Screening Documents	AC	10	AC+10		AC=Maximum expiration date of the offender's sentence. O		
	22.01.05	Offender Medical Transfer Documents	AC	10	AC+10		AC=Maximum expiration date of the offender's sentence. O		
		Health Services - Units/Facilities							
1.1	22.02.01	Access to Care Reports, Weekly	PM		PM		O		
5.4.001	22.02.02	Accidents/Disease Reports	CE	5	CE+5		EMR=CARS Scores/Forms/Reports. O		
	22.02.03	Active Medical Records	AC	10	AC+10		AC=Discharge from system. O		
1.1	22.02.04	Administrative Reports, Internal/External	3		3		O		
1.1.069	22.02.05	Administrative Segregation Visits,Certification of	1		1		O		
1.1.069	22.02.06	Admission Log, Infirmary	3		3		EMR=Inpatient Admitting Diagnosis Report O		
	22.02.07	Ambulance Permits/EMS Licensing	AV		AV		O		
1.1.069	22.02.08	Appointment Logs (MD, Physician, Nurse)	2		2		EMR=SCR Forms. O		
1.1.013	22.02.09	Appointments/Cancellations/Missed Clinic	1	2	3		EMR=Missed Clinic Report. Includes add-ons. O		
1.1	22.02.10	Assessment Reports, Health Services Monthly	3		3		O		
5.2.005	22.02.11	Audio Booth Calibration Reports	10		10		O		
1.1.069	22.02.12	Audiology Clinic Status Reports & Register	1	2	3		O		

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1.1	22.02.13	Audit Files, Health Services Monthly	AC	7	AC+7		AC=Publication of final audit. O		
1.1	22.02.14	Audits, Nursing Chart	AC	7	AC+7		AC=Publication of final audit. O		
1.1	22.02.15	Audits, Pharmacy	AC	7	AC+7		AC=Publication or release of final audit. O		
1.1	22.02.16	Audits, Pharmacy Service Unit	AC	7	AC+7		AC=Publication or release of final audit. O		
1.1	22.02.17	Audits, QIQM	AC	7	AC+7		AC=Publication or release of final audit. O		
1.1	22.02.18	Audits, Ramsey I	10		10		Do Not Use. Number will be deleted after 12/31/2016. O		
1.1.002	22.02.19	Audits, State	AC	7	AC+7		AC=Publication of final audit. O		
1.1.069	22.02.20	Baby Files, TDCJ	1	10	11		O		
	22.02.21	Building Maintenance Records (Repairs/Inspections)	2		2		O		
1.1	22.02.22	Case Report of Opportunistic Infections	US		US		O		
1.1	22.02.23	Census Reports, Daily Inmate Activity	1mo		1mo		EMR=Encounter Summary Report. O		
1.1	22.02.24	Certification/Accreditation Results, Department	US		US		O		
1.1.069	22.02.25	Chart Review Log, Annual	FE	1	FE+1		EMR=Co-Signature Report. O		
1.1.069	22.02.26	Chronic Clinic/Database Log	1		1		EMR=Chronic Care Report. O		
1.1.069	22.02.27	CID/Related Information Log	1		1		EMR=Nursing Orders & Treatment Reminder Report. O		
5.4	22.02.28	Codes/Drills (Fire & Disaster)	2		2		O		
	22.02.29	College of Amer Pathology/Inspect & Prof Testing	US		US		O		
1.1.063	22.02.30	Committee Minutes & Rec.	3		3		O		
1.1.069	22.02.31	Communicable Disease Reports	3		3		O		
2.2.001	22.02.32	Computer Down Time Log	2		2		O		
	22.02.33	Consults Received/Outside Reports	2		2		EMR=Specialty Clinic Reports. O		

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STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	22.02.34	Contaminated Waste Pick-Up Log	3		3		Per Texas Natural Resource Conservation Commission. O		
5.1.001	22.02.35	Contracts for Expendable Supplies	AC	4	AC+4		AC=Expiration or termination of instrument according to terms. O		
5.1.001	22.02.36	Contracts (Hospital/Intern)	AC	4	AC+4		AC=Expiration or termination of instrument according to terms. O		
1.1.069	22.02.37	Narcotic Inventory	5		5		O		
1.1.069	22.02.38	Crash Cart Log	2		2		O		
3.	22.02.39	Credentials	US		US		O		
4.7	22.02.40	Offender Refund File	AV		AV		O		
1.1	22.02.41	Critical Drug List	3mo		3mo		O		
1.1	22.02.42	Critical Drug/INH Taken Log	6mo		6mo		EMR=Controlled Medications. O		
1.1.069	22.02.43	Crutch/Cane Log	1		1		EMR=Miscellaneous Property Pass Report. O		
1.1	22.02.44	D.T. Injection Log, Nursing	AV		AV		EMR=Nursing Orders & Treatment Reminder Report. O		
1.1	22.02.45	Death Packet - Medical Notifications, Inmate	2		2		O		
1.1	22.02.46	Death Row Screening Data	AV		AV		O		
1.1	22.02.47	Death Summaries from UTMB	3		3		O		
1.1	22.02.48	Death/Autopsies Files	5		5		Health Services Professional Standards. O		
1.1.069	22.02.49	Dental Medication Log	1	1	2		EMR=Medication Orders By Med Name. O		
1.1.069	22.02.50	Dental Procedure Reports, Monthly	3		3		HO-17 O		
1.1.069	22.02.51	Dental Prosthetic Log	2	1	3		O		
1.1.069	22.02.52	Diagnostic Audios Completed	1		1		O		
1.1.069	22.02.53	Diet Log	2		2		O		
1.1.069	22.02.55	Discharge Summary, Daily	1	1	2		EMR=Inpatient Discharge Report. Offender Records, Unit. O		

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1.1.069	22.02.56	Dismissal Records	1		1		O		
1.1.069	22.02.57	Sharp Instrument Log	1	1	2		O		
1.1.069	22.02.58	Dosimetry Exposure Reports	5	PM	PM		O		
1.1	22.02.59	Electroencephalogram (EEG) Log Book	6mo		6mo		O		
1.1.069	22.02.60	Emergency Room Log	US	1	US+1		HS-5. O		
1.1.069	22.02.61	Employee Activity Reports, Workload/Production	1		1		EMR=Encounter Summary Report. O		
3.	22.02.62	Employee Inquiry	AV		AV		Do Not Use. Number will be deleted 12/31/2036. O		
1.1.063	22.02.63	EMS Ambulance Minutes/Plans	1		1		O		
1.1	22.02.64	EMS Credit Card Assignment	AV		AV		O		
1.1.069	22.02.65	EMS Dispatch Log	1		1		O		
1.1.069	22.02.66	EMS Run Sheets	1		1		O		
5.1.001	22.02.67	Equipment Leases, Health Services	AC	4	AC+4		AC=Termination of lease. O		
5.2.008	22.02.68	Equipment Repair Information, Leased	LA	3	LA+3		O		
5.2.008	22.02.69	Equipment Service Log	LA	3	LA+3		O		
1.1.069	22.02.70	Eyeglass Repair Log	1		1		O		
1.1.069	22.02.71	Eyeglasses Issued and Prescription	3		3		O		
1.1.069	22.02.72	Eyeglasses Log	2	2	4		O		
3.2	22.02.73	Eyeglasses Orders Placed/Received Log	AC	1	AC+1		AC=After glasses received. O		
5.2.014	22.02.74	First Aid Box Inventory	FE	3	FE+3		O		
1.1.069	22.02.75	First Aid Kit/Spill Kit Log	3		3		O		
1.1.069	22.02.76	Flow Sheet, Daily	1		1		EMR=Nursing Orders & Treatment Reminder Report. O		

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1.1	22.02.77	Food Services Sanitation Reports	2		2		O		
1.1.069	22.02.78	Footwear Log	2	2	4		EMR=Miscellaneous Property Pass Report. O		
1.1.069	22.02.79	Forced Medication File Log	1		1		O		
	22.02.80	Formulary Changes	US		US		O		
4.3.002	22.02.81	Freeworld Billing (Post/Bill/Rep)	FE	3	FE+3		O		
1.1	22.02.82	Galveston Medical Supplies	US		US		O		
1.1	22.02.83	Haldol & Prolixin Log	1mo		1mo		O		
1.1	22.02.84	Health Services Staff Pattern Reports	5	5	10		O		
3.	22.02.85	Hepatitis B Immunization	US	30	US+30		Employee/Inmate Record. O		
3.	22.02.87	Hepatitis Immunization Reminder, Employee	US	30	US+30		O		
1.1	22.02.88	Infection Control Series	US	3	US+3		EMR=Nursing Orders & Treatment Reminder Report. O		
1.1.069	22.02.89	Inmate Transfer Files	PM		PM		O		
5.2.020	22.02.90	Instrument Count	2		2		O		
3.3	22.02.91	Laboratory Inservice and Training	2		2		Personnel Offices-MTCE. O		
1.1.069	22.02.92	Laboratory Register	2		2		HO-160. O		
1.1.069	22.02.93	Laboratory Results	2		2		O		
1.1.069	22.02.94	Laboratory Worklogs	2		2		O		
5.1.001	22.02.95	Leases & Rental Property Files	AC	4	AC+4		AC=Expiration or termination of lease/rental agreement. O		
	22.02.96	Letter of Agreement	US		US		O		
1.1.063	22.02.97	Liaison Office Staff Meeting Minutes	1	2	3		O		
1.1	22.02.98	Life Pack/Emergency Room List	1mo		1mo		O		

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1.1.069	22.03.01	MD Referral Log	1		1		EMR=Specialty Clinic Report. O		
1.1.069	22.03.02	Med Activity Reports, Monthly	2	4	6		O		
1.1.069	22.03.03	Med Check-Crash Cart, Monthly	2		2		O		
1.1.069	22.03.04	Medical Autonomy Incident Reports	3		3		O		
1.1.069	22.03.05	Medical Bed Census	4	4	8		O		
5.2.019	22.03.06	Medical Equipment Repairs/Service Calls Log	LA	3	LA+3		O		
1.1	22.03.07	Medical Lay-Ins	1mo	3mo	4mo		O		
1.1.069	22.03.08	Medical Record PT Care Log	1	1	2		O		
1.1.069	22.03.09	Medical Record PT Maintenance Log	1	1	2		O		
1.1.069	22.03.10	Medical Records Request (Approved/Denied)	4		4		EMR=Offender Record Reviews/Release of Off. Info. O		
	22.03.11	Medical Records, Inactive	10		10		O		
	22.03.12	Medical Reprieve	3		3		O		
1.1.069	22.03.13	Medical Restraint Log	2		2		O		
5.2.020	22.03.14	Medical Supplies Ordered	1	2	3		O		
5.2.020	22.03.15	Medical Supply Warehouse Manifest	1	2	3		O		
5.6	22.03.16	Medical Transportation	US	1	US+1		O		
5.2.016	22.03.17	Medical Warehouse Monthly Inventory	1	2	3		UM 230-1. O		
1.1.069	22.03.18	Medical/Psych Transfer File, Inmate	AV		AV		O		
1.1.069	22.03.19	Medication Error Reports	2		2		Pharmacy & Therapeutic Committee. O		
5.2.014	22.03.20	Medication Refrigerator Inventory	FE	3	FE+3		O		
1.1.069	22.03.21	MROP Disciplinary Behavioral Reports	1	1	2		O		

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1.1.069	22.03.22	MROP Evaluation Variable Guide & Report	1		1		O		
1.1.069	22.03.23	MROP Peer Review	1		1		O		
1.1.002	22.03.24	NCCHC Accreditation	AC	7	AC+7		AC=End of accreditation. O		
1.1.069	22.03.25	Needle/Syringe/Sharps Log	2		2		O		
	22.03.26	Non-Formulary Drug Orders	2	3	5		O		
1.1.008	22.03.27	Notification of Offndr Arriving by Special Transit	1	1	2		O		
3.3.020	22.03.28	Nurses Daily Assignment Sheet	3		3		O		
1.1.069	22.03.29	Nursing Care Coordination Sheets	1		1		UTMB. O		
1.1.069	22.03.30	Nursing Formula	US	1	US+1		O		
1.1.069	22.03.31	Nursing Sick Call Log	2		2		O		
1.1.069	22.03.32	Nursing Treatment Log	FE	1	FE+1		O		
1.1	22.03.33	Nutrition & Environmental Inspections	2		2		Warden's Office, Food Service, Chief Dietitian. O		
1.1	22.03.34	Nutrition Education Reports	1	2	3		O		
3.3.030	22.03.35	Nutrition Training Series	US	2	US+2		O=Cassette tape.		
5.4	22.03.37	Occupational Exposures, Physician Bills for	US	30	US+30		O		
5.2	22.03.38	Operating Room Temperature Log	2		2		O		
1.1	22.03.39	Operational Reviews	3	2	5		O		
1.1.069	22.03.40	Out-of-Cell Log	2		2		O		
1.1.069	22.03.41	Outpatient Walk-In Log	2		2		O		
4.3	22.03.42	Oxygen File (Contractor/Receipts)	US		US		O		
1.1.069	22.03.43	Patients Expected/TDCJ Hospital List, Daily	1	2	3		O		

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3.1.020	22.03.44	Personnel Investigation	AC	5	AC+5		AC=Employee's separation date. O		
1.1.069	22.03.45	Physical Therapy Register	3		3		EMR=Encounter Summary Report. O		
1.1.069	22.03.46	Physically Handicapped Clinic	3		3		EMR=Encounter Summary Report. O		
1.1.069	22.03.47	Physically Handicapped Offender Prog Inmate Files	5		5		O		
3.3.020	22.03.48	Physician's On-Call Schedule	1		1		O		
1.1.069	22.03.49	Pre-Parole Facility Intakes	1		1		O		
1.1.069	22.03.50	Pre-Parole Screening	1		1		O		
1.1.069	22.03.51	Product/Activity Reports, Monthly	3	3	6		EMR=Encounter Summary Report. O		
5.1.001	22.03.52	Professional Firms (Papers/Contracts/Postings)	AC	4	AC+4		AC=Expiration or termination of instrument according to terms. O		
4.2.005	22.03.53	Professional Services (Providers/Invoices)	FE	3	FE+3		O		
1.1.002	22.03.54	Professional Standard Files/Div Director Level	AC	7	AC+7		AC=Publication or release of final audit findings. O		
1.1.002	22.03.55	Professional Standard Files/Patient Liaison	AC	7	AC+7		AC=Publication or release of final audit findings. O		
5.2.009	22.03.56	Property Mgmt Files(Inventory,Trans,Del,Rep,Serv)	FE	3	FE+3		O		
1.1.069	22.03.57	Psychiatric Caseload Reports	US	1	US+1		O		
1.1	22.03.58	Psychiatric Center Reports	1mo		1mo		O		
1.1.069	22.03.59	Psychiatric Observation List	AC	1	AC+1		AC=Discharge from system. O		
1.1.069	22.03.60	Psychiatric Outpatient Caseload	US	1	US+1		O		
1.1.069	22.03.61	Psychiatric Services Chart Eval & Trtmt Review Log	1	5	6		O		
1.1.069	22.03.62	Psychiatric Services Evaluation & Treatment List	1	2	3		O		
5.3.008	22.03.63	Purchase Orders/Invoices/Requisitions, Health Serv	2	3	5		O		
1.1.008	22.03.67	Reassignment Requests (Medical)	PM		PM		O		

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1.1.069	22.03.68	Recovery Room Log	2	5	7		O		
1.1.069	22.03.69	Reference Laboratory Requests	2		2		EMR=Laboratory Reports. O		
1.1.069	22.03.70	Reg Psych Nurses Admin Reports, Monthly	1		1		O		
5.2.008	22.03.71	Registration of Radiation Machines	LA	3	LA+3		O		
1.1.069	22.03.72	SAFPF Discharge List	PM		PM		O		
1.1.069	22.03.73	Scheduling, Monthly	1		1		Nursing Orders Treatment Reminder Report. O		
1.1.069	22.03.74	Serious and Critical List	1	2	3		O		
1.1.069	22.03.75	Sick Call Register	1	1	2		HO-166. O		
1.1.069	22.03.76	Sign Out Sheets for Injectibles with Needles	2		2		O		
1.1	22.03.77	Special Needs Offender Study	5		5		O		
	22.03.78	State Vehicle Accident Reports	AV		AV		O		
1.1.069	22.03.79	Sterilized Instrument Log	1	1	2		EMR= Monthly Tracking for ACA. O		
1.1.069	22.03.80	Steward Dept/Barber Shop Reports	2	4	6		EMR=Nursing Treatment & Reminder Report. O		
1.1.069	22.03.81	Stock Medication Log	2	3	5		O		
1.1	22.03.84	Suicide Action Investigation	3		3		Psychiatric Services. O		
5.2.020	22.03.85	Surgical Instruments Logs, Daily/Monthly	2		2		EMR=Monthly Tracking For ACA. O		
3.	22.03.86	TB Inmate/Employee Contact	PM		PM		O		
	22.03.87	TB Parolees Care Plans	1		1		Parole Office. O		
3.1.013	22.03.89	TCOOMMI Contract Staff	AC	4	AC+4		AC=Expiration or termination of the contract according to its terms. O		
5.1	22.03.90	Terminated Contract Service Providers Files	3	3	6		O		
5.2.020	22.03.91	Tomac Record-Time/Temp Sterilizer Graph	FE	1	FE+1		O		

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3.3	22.03.92	Training & Continuing Education Records	AC	3	AC+3		AC=Date of training. O		
1.1.063	22.03.95	Unit Staff (Activities & Meeting Minutes)	1	3	4		O		
1.1.069	22.03.96	Unit Stock Medication Records	2		2		Regional Pharmacy. O		
1.1.069	22.03.97	Unit Treatment Area Reports	2		2		Regional Pharmacy & Warehouse. O		
5.3.007	22.03.98	Vendor Information	FE	3	FE+3		O		
1.1.069	22.03.99	Venereal/Infectious Disease Report Form	AC	1	AC+1		AC=End of treatment. O		
1.1.069	22.04.01	Visually Impaired Documents	1	2	3		O		
1.1.069	22.04.02	Wheelchair Clinic	1		1		EMR=Encounter Summary Report. O		
1.1.069	22.04.03	Wheelchair Repair List	1		1		EMR=Encounter Summary Report. O		
1.1.069	22.04.04	Wing Drugs Log	2		2		O		
1.1	22.04.05	Work Project Files	2		2		O		
1.1.069	22.04.07	X-Ray Register	3		3		HO162. O		
	22.04.08	Disease Reports sent to TDSHS	CE	5	CE+5		O		
	22.04.09	Access To Care-Monthly	3		3		O		
	22.04.10	Jump Bag Inventory	2		2		O		
	22.04.11	AED Daily Check List	2		2		O		
	22.04.12	Sterilization Log	1	1	2		O		
	22.04.13	A-Test Log	1	1	2		O		
	22.04.14	Dermabong Log	2		2		O		
	22.04.15	Emergency Room Checklist	2		2		O		
	22.04.16	Glucomter Log	2		2		O		

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	22.04.17	Nursing Monthly Schedule	3		3		O		
	22.04.18	Registered Nurse On-Call Schedule	1		1		O		
	22.04.19	Sentinel Event/Adverse Drug Reaction	US		US		O		
	22.04.20	Electronic Medical Records	AC	10	AC+10		AC=Release of Offender. SEE INDEX FOR SPECIFIC RECORDS O		
	22.04.23	Sick call requests	AC	1mo	AC+1mo		AC=After paper has been scanned. O		
		Human Resources - General							
3.3.026	23.01.01	Staffing Reports, Agency	US	5	US+5		P		
		Human Resources - Headquarters							
3.3.010	23.02.01	Labor Statistics Reports (Electronic or Paper)	AC	20	AC+20		AC=End of report month. O		
3.1.022	23.02.02	Merit Salary Documentation	FE	10	FE+10		P		
1.1.070	23.02.03	Personnel Rules, Policies & Proc (Originals)	AC	20	AC+20		Historical reference; AC=Effective date of policy. O		
1.1	23.02.04	Personnel Rules, Policies & Proc (Working Files)	AC	20	AC+20		Historical reference; AC=Effective date of policy. O		
3.1.022	23.02.05	Reductions in Force	AC	15	AC+15		AC=Ending date of Reduction in Force. P		
	23.02.06	Leave Notification Log	AC	5	AC+5		AC=Latest date on log. P		
	23.02.07	EEO Case Management Systems	AC	20	AC+20		Do not use. Number will be deleted 12/31/2033.		
3.3	23.03.01	Benefits Processing Records	AC	5	AC+5		Except deferred comp and retirement; AC=Employee's separation date. O		
	23.03.02	Communications Project Files	AC	2	AC+2		AC=Project completion. O		
3.2.009	23.03.03	Deferred Compensation Processing Records	AC	5	AC+5		AC=All accounts with vendor for the individual participant are closed. O		
	23.03.04	Employee Records Project Files	AC	2	AC+2		AC=Project completion. O		
3.3	23.03.05	Insurance Processing Records	FE	4	FE+4		O		
3.3	23.03.06	Leaves Processing Records	FE	3	FE+3		PERS301, PERS594, PERS302, PERS592, PERS499, PERS487 O		

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STATE OF TEXAS

RECORDS RETENTION SCHEDULE

SLR 105

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2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

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	23.03.07	Management Statistical & Exception Reports	FE	2	FE+2		O		
3.3	23.03.08	Master Medical File	AC	5	AC+5		AC=Employee's separation date. O=Electronic or microfilm		
3.3	23.03.09	Master Personnel File	AC	20	AC+20		AC=Employee's separation date. O=Electronic or microfilm		
	23.03.10	Military Differential Pay Files	AC	5	AC+5		AC=Date when form is received in HR. O		
3.1.019	23.03.11	Performance Evaluations	FE	20	FE+20		Actual performance evaluation is part of Master Personnel File. PERS 11 O		
3.3.011	23.03.12	Permanent Employee Information	AC	75	AC+75		Name SS#, Employ Dates, Address,. AC=Employee's separation date. O		
3.3	23.03.13	Retirement Processing Records	FE	2	FE+2		O		
	23.03.14	Service Awards Processing Records	FE	2	FE+2		O		
3.3	23.03.15	Survivor Benefits Processing Records	AC	5	AC+5		AC=Date file closed. O		
	23.03.16	Workers Compensation Processing Records	AC	5	AC+5		AC=Date of last activity on the claim. O		
	23.03.17	Administrative Separation File	AC	5	AC+5		AC=Date Closed. O		
	23.03.18	Employee Recognition Records	AC	5	AC+5		AC=Termination of employment. O		
	23.04.01	Administrative Reassignments	AC	5	AC+5		AC=Effective date of reassignment. O		
	23.04.02	Applicant Flow Data	AC	5	AC+5		EEO data from application; AC=Posting date of position. E		
	23.04.03	College/Regular CorrOff Applic Pre-Employ Question	AC	5	AC+5		AC=Date of academy. P		
	23.04.04	Contract Employee Clearances	AC	20	AC+20		Not to include criminal history check.AC=Final disposition of hiring applicant.O		
	23.04.05	Corr Officer Applicant Conditional Offer of Employ	AC	5	AC+5		AC=Date of academy. P		
3.1.001	23.04.06	Correctional Applications for Employment-Not Hired	AC	5	AC+5		AC=Date of application. P		
3.1.026	23.04.07	Criminal History Checks-Applicants	AC	5	AC+5		AC=Date of criminal check. For correctional, non-correctional applicants. O		
3.1.022	23.04.08	Employee Transfer Request Roster	AC	5	AC+5		AC=Date of report. O		
5.4.012	23.04.09	ID Card Requests	AC	5	AC+5		PERS-260; AC=Date processed. O		

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3.1.014	23.04.10	Selection Records	AC	5	AC+5		AC=Posting date of position. O		
	23.04.12	Criminal History Checks-Semi-Annual Empl. Review	AC	1	AC+1		AC= Date of report.. O		
	23.04.13	Applicant Notice of Ineligibility	AC	3mo	AC+3mo		AC=Date of notification. P		
	23.04.14	Contract ID Report	AC	5	AC+5		AC=Date report is printed. O		
3.3.031	23.05.01	External Mediation Packet Assembled Prior 08/31/03	AC	10	AC+10		AC=Date of corresponding external EEO case closure. O		
3.3.031	23.05.02	Intake Records excpt griev, twc/ra/ada, disp res, eap, eeo	AC	5	AC+5		AC=Date of contact. O		
3.3.031	23.05.03	Intake Log, Manual	AC	5	AC+5		AC=Date of contact. P		
3.3.031	23.05.04	Investigative File, EEO, Ext & Int (includes unit file)	AC	10	AC+10		AC=Date of closure. O		
	23.06.01	Project Documentation	AC	1	AC+1		AC=Retirement of system. O		
	23.06.02	Requests for Service	FE	3	FE+3		P		
1.1.056	23.07.01	ADA Documentation	AC	10	AC+10		AC= Date of closure. O		
	23.07.02	Commercial Drivers' License Drug/Alcohol Test Recd	AC	5	AC+5		AC=Separation date. O		
	23.07.03	Disciplinary Summary Monthly Reports Hard Copies	AC	5	AC+5		AC=Date of the report. P		
	23.07.04	Dispute Resolution	AC	5	AC+5		AC=Date of session. Actual performance eval a part of master personnel file. O		
3.1.021	23.07.05	Drug/Alcohol Record Preemploy/random, CDL test/phy	AC	20	AC+20		AC=Date of results. O		
3.1.021	23.07.06	Employee Disciplinary Records	AC	20	AC+20		AC=Date of Discipline. O		
3.1.018	23.07.07	Employee Grievance Documentation	AC	5	AC+5		AC=Final decision on the grievance. O		
	23.07.08	Employee Grievance Monthly Summary Reports	AC	5	AC+5		AC=Date processed. O		
3.1	23.07.09	Independent Dismissal Mediation Files	AC	5	AC+5		AC=Date of Dismissal Recommendation. O		
3.1	23.07.10	Investigations, Labor Relations	AC	5	AC+5		Do not use. Number will be deleted 12/31/2018.		
	23.07.11	Religious Accommodation Files	AC	10	AC+10		AC=Date of closure. O		

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3.2.007	23.07.13	Unemployment Compensation Records	AC	5	AC+5		AC=Date final action is taken. O		
	23.07.14	Rehire Review Required Form & Attachments	AC	20	AC+20		AC=Separation date. O Includes unit discip. & sup. files & invest w/no discip action.		
3.3.001	23.08.01	Recruitment/Retention Plans	AC	5	AC+5		AC=Date of report. P		
	23.08.02	Executive Director's Recruiting Awards	FE	5	FE+5		O		
3.3.028	23.08.03	Pre-Employment Test Answer Sheets (Scantron)	AC	5	AC+5		AC = Date of test. O		
	23.08.05	Recruiting Trip Reports	AC	5	AC+5		AC=Date of trip. O		
	23.08.06	Recruiting Event Advertisements	AC	5	AC+5		AC=Date of event. O		
	23.08.07	Recruiter Daily Activity Reports	AC	5	AC+5		AC=Date of screening. O		
	23.08.08	Job Fair Reports	AC	5	AC+5		AC=Date of Job Fair. O		
	23.08.09	CORE Database	AC	20	AC+20		AC=Final Disposition of hiring the selected applicant. E		
3.1.027	23.09.01	Class Rosters/Class Folders	AC	5	AC+5		AC=Completion of class. O		
	23.09.02	Training Curriculum	US	5	US+5		O		
3.1.023	23.10.01	Position/Job Descriptions	AC	5	AC+5		AC= Inactivation of job description. P		
3.3.015	23.10.02	Record - Positions/Job Class Background	US	10	US+10		O		
	23.10.03	Position Classification Review Recommendations	AC	15	AC+15		AC=Date review is complete. P		
	23.10.04	Vacancy List Database	AC	5	AC+5		AC=Date position is posted. E		
	23.10.05	Request to Fill E-Forms (positions not posted)	AC	5	AC+5		AC=Date request is received. O		
		Human Resources - Regional Operations							
	23.11.01	Employment Verifications	AC	2	AC+2		AC=Employee signature date. O		
	23.11.02	Clearance for Agency Applicants	AC	5	AC+5		AC=Final disposition on hiring the applicant. O		

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		Human Resources - Units/Departments							
	23.12.01	Administrative Reassignments (Unit/Dept)	AC	5	AC+5		AC= Date of reassignment. P		
3.1.013	23.12.02	Consultant/Contract Empl Confidentiality Agreement	AC	5	AC+5		AC=Date consultant/contract employee no longer works with TDCJ. P		
3.3	23.12.03	Employee Listings	US	5	US+5		O		
3.1	23.12.04	Employee Notification of TDCJ Offender Relative	AC	20	AC+20		Includes current inmates & parolees; AC=Employee's separation date. P		
3.1.020	23.12.05	Supervisory File	AC	5	AC+5		AC= Employee no longer under supervision. PERS 401 P		
3.1.014	23.12.06	Employee Selection Record (Lat/Adm Reassignment)	5		5		P		
	23.12.07	Employee Shift Change Requests	AC	5	AC+5		AC=Date of transfer or date request is withdrawn or supersede. O		
3.1.022	23.12.08	Employee Transfer Request or Cancellation	AC	5	AC+5		AC=Date of transfer or request is withdrawn/superseded. P		
	23.12.10	Exit Survey Unique ID	FE	1	FE+1		P		
	23.12.11	Personnel File (Unit/Dept)	AC	5	AC+5		AC=Employee's separation date. Includes unit, medical, grievance, EEO & discip P		
3.4.006	23.12.12	Time Cards & Time Sheets	AC	5	AC+5		Paper doc retained only 1yr; AC=After info is keyed into database. O		
3.3	23.12.13	Unit Training Rosters	AC	5	AC+5		AC=Date training is completed. O		
3.3.020	23.12.14	Work Schedules and Assignments, Human Resources	AC	5	AC+5		AC = Starting date. O		
	23.12.15	Criminal History Files	AC	20	AC+20		AC= Date of case closure. O		
	23.12.16	Employee Court Doc. Relating to Charges	AC	20	AC+20		AC= Separation date. Do not use. Number will be deleted 12/31/2033. Use 23.12.15.		
	23.12.17	Employee Notice of Protective Order Proh. Firearms	AC	20	AC+20		AC= Date of separation. Do not use. Number will be deleted 12/31/2033. Use 23.12.15.		
	23.12.18	Wellness Initiative Now	FE	1	FE+1		P		
	23.12.19	Grievance Notification Log	CE	5	CE+5		P		
	23.12.20	Intake Command Referrals (Psychological)	AC	5	AC+5		AC= Date of contact. O		
	23.12.21	Disciplinary Summary Monthly Reports Electronic	AC	20	AC+20		AC= Date of report. E		

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		Information Technology							
5.5.001	24.01.01	Billing Detail - Telecommunic (Other than TEX-AN)	FE	3	FE+3		P		
5.5.006	24.01.02	Billing Detail - Telecommunic (TEX-AN)	FE	3	FE+3		P		
	24.01.03	Cellular/Pager User Records	US		US		E		
	24.01.04	Communication Cable Installation/Location Records	AV		AV		P		
5.5.007	24.01.05	Disputed Call Documentation	FE	3	FE+3		P		
	24.01.06	Radio Frequency Licenses	AC		AC		AC=License renewed or expired. P		
2.1.001	24.02.01	Processing Files, Data Services	AC		AC		AC=Completion of 3rd update cycle except as noted (See definition). E		
2.1.002	24.02.02	Master Files, Data Services	AC		AC		AC=Completion of 3rd update cycle except as noted (See definition). E		
2.1.007	24.02.03	Software Programs, Data Services	AC		AC		AC=Records are transferred to new environ or no longer require software. O		
2.1.008	24.02.04	Hardware Documentation, Data Services	AC		AC		AC=Records are transferred to new environ or no longer require hardware. O		
2.1.009	24.02.05	Technical Documentation, Data Services	AC		AC		AC=Records are transferred to new environ or no longer retained. O		
2.1.010	24.02.06	Audit Trail Records	AC		AC		AC=All audit requirements have been met. O		
2.1.011	24.02.07	Finding Aids, Indexes & Tracking Systems-Data Serv	AC		AC		AC=The related hard copy or electronic records are destroyed. E		
2.2.001	24.02.08	System Monitoring Records	AV		AV		E		
2.2.004	24.02.10	Computer Job Schedules & Reports	3mo		3mo		E		
2.2.011	24.02.11	Batch Data Entry Control Records	AC		AC		AC=When reconciliation is confirmed. P		
2.2.012	24.02.12	Output Records for Computer Production	AV		AV		O		
2.2.013	24.02.13	Quality Assurance Records, Data Services	AC		AC		AC=After verifying/evaluating data for accuracy. O		
2.1	24.02.14	Data Services Requests (RQ-00)	AC	1	AC+1		AC=Date request is filled. O		
	24.03.01	Project Files	AC	7	AC+7		AC=Date project is closed (should correspond with when RQ00 closed). O		

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	24.03.02	E-Discovery Request	AC	3	AC+3		AC=No lawsuit filed, dismissal, final decision of court or highest appeal. O		
		Inmate Trust Fund							
5.1	25.01.01	Indigent Inmate Postage Reports	FE	3	FE+3		P		
	25.01.02	Electronic Imaging Money Orders, Deposit and Withdra	AV		AV		E		
		InnerChange							
1.1	26.01.01	Evaluation Team Reports	CE	5	CE+5		P		
1.1.008	26.01.02	Innerchange Freedom Initiative Corresp/Requests for Inf	1	3	4		E		
1.1	26.01.03	IFI Participation Records	AV		AV		O		
1.1.065	26.01.04	IFI Program Statistics & Related Reports	AV		AV		O		
1.1	26.01.05	IFI Selection Database	AV		AV		E		
1.1	26.01.06	IFI Selection Forms	AV		AV		E		
1.1	26.01.07	IFI Selection Reports	AV		AV		P		
1.1	26.01.08	Offender Requests for IFI Eligibility	CE	3	CE+3		P		
1.1	26.01.09	Program Administration/Development	AV		AV		O		
1.1	26.01.10	Proposals by Prison Fellowship Ministries	AC	5	AC+5		AC= After program is no longer being offered. P		
		Inspector General, Office of the							
	27.01.01	Administrative Investigation Case Evidence	AC	7	AC+7		AC=Date of final review. Various physical evidence & paper. O		
	27.01.02	Sustained Administrative Investigation Case Files	AC	20	AC+20		AC=Date of final review. Paper, microfilm, scanned. O		
	27.01.03	Applicant Background Investigations	AC	7	AC+7		AC=Completion of investigation. P		
	27.01.04	Criminal Investigation Case Evidence	AC		AC		AC=Dismissal, final disposition of court, highest appeal+180 days. O		
	27.01.05	Criminal Investigation Case Files	PM		PM		O/Microfilm		

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	27.01.06	DNA Evidence	PM		PM		Various physical evidence. O		
	27.01.07	Polygraph Reports & Videotapes (Originals)	AC	2	AC+2		AC=Date of examination; O/Videotape		
3.1.027	27.01.08	TCLEOSE Training Records	AC	5	AC+5		AC=Employee's separation date. O		
	27.01.10	Prison Litigation Reform Act of 1985	AV		AV		O		
	27.01.11	Information Files	AC	7	AC+7		AC=Close of file. Paper, scanned. O		
	27.01.12	Not Sustained Administrative Investigation Case	AC	7	AC+7		AC=Close of case. Paper, microfilm, scanned. O		
	27.01.13	Administrative Cases Closures	AC	7	AC+7		AC=Close of case. Paper, microfilm, scanned. O		
		Internal Audit							
1.1.002	28.01.01	Audits, Final Reports by Internal Audit	PM		PM		O		
1.1.002	28.01.02	Audits, Working Papers of Internal Audit	AC	7	AC+7		AC=Publication of final audit. O		
	28.01.03	Quality Assurance Report	PM		PM		O		
	28.01.04	Self Study	AC	3	AC+3		AC=Release date of audit. O		
	28.01.05	Internal Audit Status Report	US	3	US+3		O		
	28.01.06	Internal Audit Manual	US	3	US+3		O		
	28.01.07	Audit Timekeeping System-Spreadsheets	AC	3	AC+3		AC=After reconciliation. O		
		Interstate Compact							
1.1	29.01.01	Inmate Cases	1	9	10		P		
	29.01.02	Contracts/Correspondence	AC	1	AC+1		AC=After close of contract. O		
		Laundry Services							
5.2.025	30.01.01	Expansion Project (New Units, Work Camps)	AC	2	AC+2		AC=Completion of expansion. P		
1.1.008	30.01.02	Laundry Forms	2		2		P		

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1.1.069	30.01.03	Necessities Inventory Reports, Monthly	1		1		P		
	30.01.04	Necessity Baselines	FE	3	FE+3		O		
		Legislative Liaison							
1.1.027	31.01.01	Proposed Legislation	AV		AV		P		
1.1.027	31.01.02	TDCJ Response to Legislation Passed	AV		AV		Compilation of implementation plans submitted by divisions/departments. P		
		Mailroom Operations - Administration							
	32.01.01	Appealed Decisions	FE	3	FE+3		P		
	32.01.02	Appealed Publication/Book Lists	PM		PM		O		
1.1.063	32.01.03	DRC Meeting Minutes/Membership/Vote Logs	FE	3	FE+3		P		
1.1.002	32.02.01	Audits, Unit Mailroom (MSCP)	AC	7	AC+7		AC=Final disposition/court order in Guajardo litigation. P		
	32.02.03	Reviewed Publications Lists	PM		PM		O		
1.1.069	32.02.04	Verifications/Problem Logs	FE	3	FE+3		P		
		Mailroom Operations - Units/Facilities							
1.1	32.03.01	Audit Reports, Unit Mailroom Monthly	6mo		6mo		P		
	32.03.02	Denial/Rejection Forms	FE	3	FE+3		Do not use. Number will be deleted 09/01/2016. Use 32.03.08.		
	32.03.03	Disposition Forms	FE	3	FE+3		Do not use. Number will be deleted 09/01/2016. Use 32.03.08.		
1.1.057	32.03.04	Mail Count, Daily	AC	3mo	AC+3mo		Do not use. Number will be deleted 04/01/2014.		
	32.03.05	Mail Logs	CE	5	CE+5		P		
	32.03.06	Negative Mail List	US		US		Do not use. Number has been deleted. Use 32.03.08		
1.1.057	32.03.07	Notification to Come by Mailroom	AC		AC		AC= Date offender responds to notification. Do not use. # will be deleted 12/31/2013		
	32.03.08	Offender Mail Files	FE	3	FE+3		P		

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	32.03.09	Publication Decisions of DRC and MSCP	FE	1	FE+1		P		
	32.03.10	Returned Package Slips	FE	3	FE+3		Do Not Use. Number will be deleted 08/31/2012. P		
	32.03.11	Extortion Correspondence Review Form	FE	3	FE+3		Do not use. Number will be deleted 09/01/2016. Use 32.03.08.		
	32.03.12	Negative Mail List Requests	CE	3	CE+3				
		Media Services							
	33.01.01	Video Tapes - Field	AV		AV		O=Videotape		
	33.01.02	Video Tapes- TDCJ Programs (Master)	PM		PM		O=Videotape		
	33.01.03	Media Release	AV		AV		O=Videotape		
	33.01.04	Video Production Files	PM		PM	R	P		
	33.01.05	Release & Authorization to Use Images & Sound Recor	PM		PM		P		
		Offender Disciplinary - Coordination							
1.1.069	34.01.01	Disciplinary Activity Reports, Monthly	AC	5	AC+5		AC=After distribution. P		
1.1	34.01.02	Special Projects & Reports	AV		AV		P		
		Offender Disciplinary - Units/Facilities							
	34.02.01	Disciplinary Case - Guilty (in Unit Offender File)	AC		AC		AC=Release of offender. See management plan. P		
1.1	34.02.02	Disciplinary Case, Dismissed w/Hearing	2		2		P		
1.1	34.02.03	Disciplinary Case, Informally Resolved	6mo		6mo		P		
1.1	34.02.04	Disciplinary Case, Not Guilty	2		2		P		
1.1	34.02.05	Disciplinary Case, Unprosecuted	1		1		P		
	34.02.06	Disciplinary Hearing Tapes, Offender	AC	2	AC+2		AC=Date of hearing, tape kept longer if lawsuit filed. Audiotape. O		
1.1.069	34.02.07	Disciplinary Monthly Reports & Logs	2		2		P		

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1.1.069	34.02.08	Disciplinary System Mgmt Screen Prints/Reports	2		2		P		
		Offender Drug Testing Program							
1.1	35.01.01	Office of Justice Programs Reports	AV		AV		P		
1.1	35.01.02	Population & Budget Projections	FE	3	FE+3		P		
1.1	35.01.03	State Jail Substance Abuse Treatment Reports	3		3		P		
1.1	35.01.04	Statistical Information	AV		AV		O		
		Offender Grievance							
	36.01.01	Offender Grievance Case Tracking System	AC	3	AC+3		GR00; AC=Completion of grievance. O		
	36.01.02	Offender Grievance Investigations	AC	3	AC+3		AC=Completion of investigation. O		
	36.01.03	Offender Grievance Records - Step 1	AC	3	AC+3		I-127; AC=Completion of grievance. O		
	36.01.04	Offender Grievance Records - Step 2	AC	3	AC+3		I-128; AC=Completion of grievance. O		
		Offender Transportation							
5.6	37.01.01	Driver's Vehicle Inspection Report	FE	4	FE+4		TN-28. O		
5.6.004	37.01.02	License & Driving Record Checks	US		US		O		
5.6.005	37.01.03	Mileage Reports, Offender Transportation	FE	3	FE+3		O		
5.6.003	37.01.04	Vehicle Inspection, Repair & Maintenance Logs	LA	1	LA+1		O		
		Ombudsman							
	38.01.02	Ombudsman Case Tracking System	AC	3	AC+3		AC=Completion of request. O		
	38.01.03	Ombudsman Program Meeting Summaries	AC	3	AC+3		AC=Completion of meeting. P		
	38.01.04	Ombudsman Requests	AC	3	AC+3		AC=Final disposition of request. P		
	38.01.05	Sexual Assault Supplemental Report (SASR)	CE	10	CE+10		SASR Reports P		

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1.1.069	38.01.06	PREA Report, Monthly Activity	CE	2	CE+2		Any monthly report. P		
1.1.066	38.01.07	PREA Report, Annual	CE	10	CE+10		Any annual report. P		
		Operational Review							
	39.01.02	Implementation Reports	AC	3	AC+3		AD-03.80; AC=Release of offender from management status. P		
	39.01.03	Investigations (Offenders Impermiss. Conduct, SSI)	AC	3	AC+3		AC=Final results of investigation/disposition of grievance. P		
1.1.002	39.01.04	Unit Level Operational Review Inspection Reports	AC	7	AC+7		AC= Audit month. Maintain records until the subsequent inspection is complete.		
1.1.002	39.01.05	Unit Level Opertaional Review Checklists	AC	7	AC+7		AC= Audit month. Maintain records until the subsequent inspection is complete.		
1.1.002	39.01.06	Division Level Operational Review Inspection Reports	AC	7	AC+7		AC= Audit month. Maintain records until the subsequent inspection is complete.		
1.1.002	39.01.07	Division Level Operational Review Checklists	AC	7	AC+7		AC= Audit month. Maintain records until the subsequent inspection is complete.		
		Parole							
1.1	40.01.01	Full Pardons Granted	AC	10	AC+10		AC=File closed. Do Not Use. Number will be deleted 12/31/2019. P		
1.1	40.01.02	Informant's Program Files	FE	3	FE+3		P		
1.1	40.01.03	Parolee Files	AC	10	AC+10		AC=Discharge of sentence. Storage #90-696-001. P		
1.1	40.01.04	Parolee Files from Other States	AC	10	AC+10		AC=Discharge of sentence; Storage #93-696-005. P		
4.3	40.01.05	Restitution Fees	FE	3	FE+3		P		
1.1	40.01.06	Substance Abuse Treatment & Screening	US	3	US+3		P		
4.3	40.01.07	Supervision Fees	FE	3	FE+3		P		
		Plans & Operations							
3.3.025	41.01.01	Post Orders	US	20	US+20		Number will be deleted 12/31/2026. Use to 01.18.05. P		
1.1.070	41.01.02	Security Memorandum (Originals)	US	20	US+20	R	Number will be deleted 12/31/2026. Use to 01.18.05. P		
1.1.071	41.01.03	Security Memorandum (Working Files)	US	10	US+10	R	Number will be deleted 12/31/2016. Use to 01.18.05. P		

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		Private Facilities							
1.1.070	42.01.01	App/Denials of Unit Policies, Proc, & Actions	AC	5	AC+5	R	AC=After final close of contract. P		
	42.01.02	Bond Financed Equipment	20		20		P		
1.1	42.01.03	Contingency Plan	AC	3	AC+3		AC= Decision made to implement or not to implement results. Do not use. Number will be deleted 12/31/2016. Use 42.01.04		
5.1.001	42.01.04	Contract Enforcement	AC	4	AC+4		AC=Expiration or Termination. P		
	42.01.05	Corporate Reports	AC	5	AC+5		AC=Publication of report. P		
	42.01.06	Fact Sheets-Texas Privatization	US		US		P		
1.1	42.01.07	Monitoring Plan	AC	4	AC+4		AC= Decision made to implement or not to implement results. Do not use. Number will be deleted 12/31/2017. Use 42.01.04.		
4.1.001	42.01.08	Per Diem Deducts	AC	5	AC+5		AC=Awarding of contract. Do Not Use. Number will be deleted 12/31/2014. P		
1.1	42.01.09	Unit Start Up & Expansion	AC	5	AC+5		AC=Awarding of contract. P		
	42.01.10	Contractor Criminal Checks	AC		AC		AC= Document date. Do not use. Number will be deleted 12/31/2013. Use 23.04.04.		
		Public Information							
1.1	43.01.01	Execution Documentation	AV		AV	A	P		
1.1	43.01.02	Media Log	2		2		P		
1.1.008	43.01.03	Media Requests to Interview Offender	2		2		P		
1.1	43.01.04	News Clips	AV		AV		P		
1.1.019	43.01.05	News or Press Releases	2		2	R	P		
1.1	43.01.06	Photographs	AV		AV	R	P		
1.1.008	43.01.07	Public Information Correspondence - Media	1	3	4		P		
		Recreational Programs							
1.1.069	44.01.01	Programmatic Activities Report	1		1		P		

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1.1.064	44.02.01	Recreation Participation Reports	FE	3	FE+3		P		
4.5.002	44.03.01	Craft Sales Reports, Weekly/Monthly	FE	3	FE+3		P		
1.1.069	44.03.02	Craft Shop Roster	1		1		P		
5.1.005	44.03.03	Mail-Out Logs	FE	3	FE+3		P		
5.1	44.03.04	Piddlers Files, Active	FE	3	FE+3		Includes contracts, cash receipts, material orders and inventory logs. P		
5.1	44.03.05	Piddlers Files, Inactive	FE	3	FE+3		Includes revocation and contents of previously active file. P		
5.4.012	44.03.06	Sensitive Tool Logs	AC	2	AC+2		AC=Until superseded, date of expiration or termination, whichever sooner. P		
1.1.065	44.04.01	Radio/Television Communication Records	AV		AV		P		
		Research, Evaluation & Development							
1.1	45.01.01	External Research	2	2	4		Do Not Use. Number will be deleted 12/31/2013. P		
3.3.024	45.01.02	Travel/Seminars Materials	AC	4	AC+4		AC=Employee's separation date. Number will be deleted 12/31/2013. P		
		Risk Management - Headquarters							
5.4.001	46.01.01	Accident Reports & Assoc Documentation	CE	20	CE+20		Stored electronically on S100 database.		
5.4.013	46.01.02	Disaster Preparation Plans, TDCJ	US		US		Do not use. Number will be deleted 12/31/2013. Use 15.01.03.		
1.1	46.01.03	FEMA Requests for Public Assistance	AC	3	AC+3		AC= After completion of funded project. Do not use. Number will be deleted 12/31/2016. Use 15.01.04		
5.4.004	46.01.04	Fire Orders	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. P		
5.4.003	46.01.05	Inspection Records (Risk Mgmt Hdqtrs)	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. P		
1.1	46.01.06	Risk Management Executive Summaries	1	2	3		P		
3.3	46.01.07	Training Rosters, Trng provided by Risk Mgmt Hdqtr	FE	3	FE+3		P		
5.4.007	46.01.09	Training - Initial	AC	5	AC+5		AC= Employee no longer assigned to Risk Management.		

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		Risk Management - Regional/Units							
5.4.001	46.02.01	Accident/Injury Reports & Assoc Documentation	CE	5	CE+5		Refer to PD-45. O		
1.1.008	46.02.02	Collateral Duty Safety Officer Designations	AC	3	AC+3		AC=After CDSO leaves position. P		
5.4.002	46.02.04	Evacuation Plans	US		US		O		
5.4.004	46.02.05	Fire Investigations/Code Compliance	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. O		
5.4.003	46.02.06	Monthly Comprehensive Inspections	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. O		
5.4.003	46.02.07	Risk Management Investigations	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. O		
1.1.063	46.02.09	Safety Meeting Minutes	AC	3	AC+3		AC=Date of approval of minutes. O		
1.1.069	46.02.11	Temperature/Humidity/Heat Index Logs	6mo	2	6mo+2		P		
3.3	46.02.12	Training Summary, Monthly	1	2	3		Do not use. Number will be deleted 12/31/2016.		
1.1	46.02.13	Unit/Departmental Monthly Inspections	6mo	2	6mo+2		Do not use. Number will be deleted 06/30/2016. Use 46.02.06.		
1.1.065	46.02.14	Workplace Chemical Lists (Unit Copy)	US		US		Copy to Environmental dept where retained for 30 yrs. O		
1.1.056	46.02.15	ADA (Americans w/Disabilities Act) Documentation	3		3				
1.1.070	46.02.16	Unit Safety Procedures	AC	3	AC+3	R	AC=When superseded. Unit safety policy, lockout/tagout, hot work, & other similar procedures.		
5.4.007	46.02.17	Training - Initial Job Safety (Employee/Offender)	AC	5	AC+5		AC= Employee /offender no longer assigned.		
5.4.007	46.02.18	Training - CDSO/Alternate Initial	AC	5	AC+5		AC= CDSO/alternate no longer assigned.		
5.4.003	46.02.19	Weekly Department Inspection Records	AC	3	AC+3		AC= Inspection, or date of the correction of the deficiency.		
1.1.063	46.02.20	CDSO Meeting Records	FE	3	FE+3				
5.4.003	46.02.21	State Office of Risk Management Inspection Records	AC	3	AC+3		AC= Upon action plan response is received from SORM.		
5.4.003	46.02.22	State Fire Marshal Inspection Records	AC	3	AC+3		AC= Upon receipt of closure letter from SFMO.		
5.4.007	46.02.23	Monthly Safety Training	5		5				

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1.1.067	46.02.24	Monthly Executive Summary	1	2	3	R			
		Security - Deputy Director							
1.1	47.01.01	Serious Incident Review	PM		PM		P		
		Security - Regional Offices							
1.1.065	47.02.01	Dog Records	AV		AV		K-9. P		
1.1	47.02.02	Investigations (Employee/Offender)	3		3		P		
1.1	47.02.03	Lockdown Checklist	FE	3	FE+3		AD-03.31. P		
1.1	47.02.04	Safety Meeting Reports	3		3		P		
1.1	47.02.05	Safety Training Reports, Monthly	3		3		CR-1. P		
1.1.008	47.02.06	Unit Tour Schedules	2		2		P		
1.1.069	47.02.07	Volunteer Training	FE	1	FE+1		P		
		Security - Units/Facilities							
1.1.069	47.03.01	Daily Activity Log	FE	3	FE+3		I-216. P		
1.1	47.03.02	American Correctional Association Files, Security	AV		AV		AV= Current plus one previous accreditation cycle. See appendix.		
1.1	47.03.03	Authorization to Search	3		3		I-186. P		
1.1.069	47.03.04	Chemical Agents (Carry-on-Person) Log	FE	3	FE+3		P		
1.1	47.03.05	Chemical Agents/Riot Gear Records	6mo		6mo		P		
1.1.069	47.03.06	Community Service and Public Work Projects File	FE	3	FE+3		P		
1.1.008	47.03.07	Confidential Informant Documentation	2		2		P		
1.1.069	47.03.08	Disposition of Confiscated Offender Property	AC	1	AC+1		PROP8; AC=Release of offender. P		
1.1	47.03.09	Contact Inmate Information Forms	AV		AV		Do not use. Number will be deleted 12/31/2013.		

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5.2	47.03.10	Employee Housing Records	3		3		P		
5.2	47.03.11	Employee Recreation Facility Records	1	2	3		P		
1.1.069	47.03.12	Employee-Related Logs (Unspecified)	FE	1	FE+1		P		
	47.03.13	Execution Files	3	PM	PM	A	P		
1.1.069	47.03.14	Family Liaison Documentation	FE	3	FE+3		P		
1.1.069	47.03.15	Film Issue Log	FE	1	FE+1		P		
1.1.069	47.03.16	Hunting & Fishing Log	FE	1	FE+1		P		
1.1	47.03.17	Incident/Intelligence Reports	2	3	5		P		
1.1	47.03.18	Key Log	1		1		AD-03.18. P		
1.1.069	47.03.19	Lockdown Documentation	3		3		AD-03.31, Attachments A-D. P		
5.5.002	47.03.20	Long Distance Telephone Record	FE	1	FE+1		AD-7. P		
1.1.069	47.03.21	Management Status Documentation	AC	1	AC+1		AD-03.80; AC=Release of offender. P		
1.1	47.03.22	Offender Family Contact File	AV		AV		P		
1.1.069	47.03.23	Offender-Related Logs (Unspecified)	FE	1	FE+1		P		
1.1.069	47.03.24	Outside Picket Inspection	1		1		P		
1.1.069	47.03.25	Perimeter Picket Call-in Log	FE	1	FE+1		AD40. P		
1.1.069	47.03.26	Post Order Logs	FE	1	FE+1		P		
1.1.069	47.03.27	Pre-Hearing Log	1	1	2		I-188. P		
1.1.069	47.03.28	Registered Property Receipt	AC	1	AC+1		AC=Release of offender. P		
1.1.069	47.03.29	Offender Property Card	AC	1	AC+1		AC=Transfer or release of offender. P		
1.1.069	47.03.30	Property Room Log	FE	3	FE+3		PROP6. P		

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5.2.020	47.03.31	Radio Log	FE	1	FE+1		P		
1.1.069	47.03.32	Recyclable Items Log	FE	3	FE+3		P		
1.1.069	47.03.33	Segregation Confinement Record	FE	3	FE+3		I-201. P		
1.1.069	47.03.34	Search Log	1	1	2		P		
1.1.069	47.03.35	Solitary Confinement Log	1	1	2		I-7A. P		
1.1.070	47.03.36	Special Orders	US	20	US+20	R	P		
5.2.020	47.03.37	State Property Sign-Out File	FE	1	FE+1		P		
5.2.023	47.03.38	Supply Order Log	FE	3	FE+3		P		
1.1.069	47.03.39	Tool Logs	1		1		AD-03.19. P		
1.1.069	47.03.40	Traffic Log	FE	1	FE+1		AD37. P		
3.3	47.03.41	Offender Turnout Roster	6mo		6mo		P		
	47.03.42	Unit Files (Admin)	3		3		P		
	47.03.43	Unit Files (General)	1	1	2		P		
5.2.020	47.03.44	Use of Force Equipment Log	FE	1	FE+1		P		
1.1.069	47.03.45	Vehicle Gate Log	FE	1	FE+1		AD41. P		
1.1	47.03.46	Video Camera Checklist, Daily/Monthly	6mo		6mo		P		
5.2.020	47.03.47	Video/Still Camera Check-Out Log	FE	1	FE+1		P		
1.1.069	47.03.48	Visit Log, Daily	FE	1	FE+1		I-183. P		
1.1	47.03.49	Visitor Files (Current/Former Employee)	AC	10	AC+10		AC=Release of offender. P		
1.1.069	47.03.50	Visitor Traffic Log	FE	1	FE+1		AD38. P		
1.1.069	47.03.51	Visitors Logs, Monthly	FE	1	FE+1		AD54. P		

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SLR 105

Form SLR 105C must accompany this form.

2. Agency Code 696 | 3. Agency Name: Texas Department of Criminal Justice

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period: Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1	47.03.52	Weapons and Ammunition Logs	6mo		6mo		SM5.02; Forms: AD43, AD39. P		
1.1	47.03.53	Weapons Issuance Logs, Monthly	6mo		6mo		AD42. P		
	47.03.54	Offender Intake Inventory	AC	1	AC+1		AC=Release of offender. PROP-03. P		
	47.03.55	Offender Intake Money Receipt	FE	3	FE+3		PROP-03.1. P		
	47.03.56	Offender Intake Money Envelope	AV		AV		PROP-03.2. P		
	47.03.57	Offender Property Inventory	AC	1	AC+1		AC=Release of offender. PROP-05. P		
	47.03.58	TDCJ Property Tag	AV		AV		PROP-07. P		
	47.03.59	Offender Property Envelope	AV		AV		PROP-09. P		
	47.03.60	Offender Protection Investigation Summary	PM		PM		SPP-02. Microfilmed as part of the classification folder. O		
	47.03.61	Offender Protection Investigation Form	PM		PM		SPP-02. Microfilmed as part of the classification folder. O		
	47.03.62	Offender Protection Witness Statement/Report	PM		PM		SPP-02B. Microfilmed as part of the classification folder. O		
	47.03.63	Extortion Investigation Checklist	PM		PM		Do not use. Forms deleted for use. Delete number.		
	47.03.64	Offender Protection Investigation Checklist (SOO-04)	PM		PM		Do not use. Forms deleted for use. Delete number.		
	47.03.65	Sexual Abuse Investigation Checklist	PM		PM		SPP-05. Microfilmed as part of the classification folder. O		
	47.03.66	Subsequent Offender Interview	PM		PM		SPP-06. Microfilmed as part of the classification folder. O		
	47.03.71	Safe Prisons Report, Monthly	FE	1	FE+1		SPP-12. Stored as electronic e-form by the SPPMO. E		
	47.03.73	Unit Schedules	US	3	US+3		P		
	47.03.74	Mobile Patrol Log	FE	3	FE+3		PO-07.052. P		
	47.03.75	Protective Equipment Logs	1		1		P		
	47.03.76	Hazardous Chemical Dispensing Log	1		1		P		
	47.03.77	Hazardous Chemical Inventory Sheet	1		1		P		

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	47.03.78	Controlled Substance Testing Log	6mo		6mo		P		
	47.03.79	Security Threat Group Documentation	AV		AV		O		
	47.03.80	Security Threat Group File	PM		PM		P		
1.1.067	47.03.81	Monthly Reports	CE	3	CE+3	R			
1.1.067	47.03.82	Safe Prisons Monthly Report	CE	3	CE+3	R			
1.1.065	47.03.83	Safe Prisons Sexual Assault Database	CE	10	CE+10				
	47.03.84	Safe Prisons Offender File	AC		AC		AC= Upon offenders release. Maintained at SPP headquarters after release.		
	47.03.85	Incoming Chain Interview	PM		PM		SPP-08A. Microfilmed as part of the classification folder. O		
	47.03.86	Intake Facility Assessment Screening	PM		PM		SPP-08B. Microfilmed as part of the classification folder. O		
	47.03.87	Offender Protection Investigation Tracking Log	CE	3	CE+3		SPP-01. P		
1.1.002	47.03.88	ACA Standards Compliance Checklists	PM		PM		Unit is custodian of ACA folders.		
		Security Operations							
1.1	48.01.01	High Security/Close Custody Facilities	3		3		P		
5.2.014	48.01.02	Inventory Forms, New Unit Start-Up	FE	3	FE+3		P		
1.1	48.01.03	Security Reviews	AC	6	AC+6		AC=Final results or release of audit. P		
1.1	48.01.04	Staffing Documents, Unit Level	3		3		O		
1.1.069	48.01.05	Use of Force Equipment Quarterly Report	FE	3	FE+3		P		
1.1	48.01.06	Video Camera Repair Doc & Training Records	3		3		P		
5.2.016	48.01.07	Warehouse Inventories	AC		AC		AC=Transfer of information into annual listing. P		
	48.01.08	Staffing Documents, (Deployment Roster)	10	10	20		P		
3.3.020	48.01.09	Daily Strength Report - Correctional Officers	1		1		Six months retention at the region and unit level.		

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3.3.020	48.01.10	Regional Daily Strength Report - Correctional Officers	1		1				
3.3.030	48.01.11	Training Documentation - Parcel Scanner	10		10				
5.4.003	48.01.12	Annual Evaluations & Inspections (RAD Test)	10		10				
5.2.009	48.01.13	Inventory Records - Parcel Scanner	FE	3	FE+3				
5.2.008	48.01.14	Parcel Scanner Wkly Prevent Maint (Attachment A & B	LA	3	LA+3				
		Sex Offender Treatment - Administration							
1.1.069	49.01.04	SOTP Monthly Reports	AC	2	AC+2		AC=Date of report. O		
1.1.069	49.01.05	SOTP Statistics Report	AV		AV		P		
	49.01.06	SOTP Transfers	AV		AV		P		
		Sex Offender Treatment - Units/Facilities							
	49.02.01	SOTP Inmate Evaluation Files	PM		PM		P		
	49.02.02	SOTP Inmate Treatment Files	PM		PM		P		
		State Counsel for Offenders							
1.1.048	50.01.01	Legal Offender Files, Non-Trial	AC	2	AC+2		AC=Completion of work by agency. P		
1.1.048	50.01.02	Legal Offender Files, Trial	AC	10	AC+10	R	AC=Completion of trial. Cases that set legal precedent or exhibit historical value. P		
		State Jail Facilities							
	51.01.01	State Jail Admissions Files	AC	3	AC+3		AC= Offender's discharge.		
	51.01.02	State Jail Confinee Release Record	AC	3	AC+3		AC= Offender's discharge.		
	51.01.03	State Jail Confinee Transition Record	1	2	3		P		
	51.01.04	Inspection Records, Internal	1		1		Dept. inspection records to include Operational Review, PAT & weekly inspections. P		
	51.01.06	Progress Reports	AC	6mo	AC+6mo		AC=Date of report. P		

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	51.01.07	Project Safety Review	AC	3	AC+3		AC=Project completion. P		
	51.01.09	Unit Operations Log	AC	1	AC+1		AC=Date of activity. P		
1.1.038	51.01.10	Visitor Surveys	AC		AC		AC=Final disposition of summary report. P		
		State Jail Programs & Services							
1.1	52.01.01	Program Files	AV		AV		P		
		Substance Abuse Treatment - Administration							
3.1.027	53.01.01	SATP Counselor Practicum and Intern Records	AC	5	AC+5		AC=Date certificate is issued. P		
	53.01.02	SATP Counselor Recruitment Plan	US	1	US+1		P		
3.3	53.01.03	SATP Training Curriculum and Roster	AC	4	AC+4		AC=Date of training. P		
3.1	53.01.04	SATP Volunteer Applications	AC	3	AC+3		AC=Termination of volunteer status. P		
	53.01.05	DSHS Licensure Information	US	3	US+3		License renewed yearly. P		
		Substance Abuse Treatment - General							
1.1.069	53.02.01	Intensive Treatment Section Monthly Stat Reports	AC	5	AC+5		AC=Date of report. P		
3.1.027	53.02.02	LCDC Clinical Records & Continuing Education	AC	5	AC+5		AC=Employee's separation date. P		
	53.02.03	SATP Offender Treatment Records	AC	6	AC+6		AC=Offender's completion of treatment. P		
3.3	53.02.04	Special Volunteer Monthly Reports	1		1		P		
1.1.069	53.02.06	Volunteer & Education Monthly Activity Reports	AC	3	AC+3		AC=Date of report. P		
	53.02.07	SATP Unit Monthly Status Reports	US	3	US+3		P		
	53.02.08	SATP Monthly Status Reports	US	5	US+5		P		
		Substance Abuse Treatment - Units/Facilities							
	53.03.01	Referrals to TCOOMMI	1		1		P		

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	53.03.02	SATP Evaluation Instruments	US	1	US+1		P		
3.3	53.03.03	Special Volunteer Participation Form	1		1		Special volunteer status renewed yearly. P		
	53.03.04	Substance Abuse Education Attendance Records	AC	6	AC+6		AC=Date course is completed. P		
	53.03.05	Substance Abuse Education Offender Sign-in Roster	AC	6	AC+6		AC=Date course is completed. P		
		Texas Board of Criminal Justice							
1.1.062	54.01.02	TBCJ Meeting Supporting Documentation	AC	5	AC+5	A	AC=Approval of written minutes. Do Not Use.# will be deleted 12/31/2014.P		
1.1	54.01.03	TBCJ Orientation Manual	US	1	US+1	R	O		
	54.01.04	TBCJ Member Disclosures and Authorizations	PM		PM		O		
	54.01.06	TBCJ Lists	US	1	US+1		P		
	54.01.07	Naming of Facilities	PM		PM		P		
	54.01.08	Board Membership	PM		PM		P		
	54.01.09	TBCJ Member Training Materials	US	1	US+1	R	O		
	54.01.10	TBCJ Member Training Records, Individual	AC	5	AC+5		AC=Expiration of the Board member's term. P		
		Texas Board of Pardons and Paroles							
5.1.001	55.01.01	Attorney Counsel Agreements	AC	4	AC+4		AC=Expiration or termination of the instrument according to its terms. P		
1.1	55.01.02	Execution Case/Death Row Files (Parole Board)	AC	10	AC+10	A	AC=Execution or death of offender; Storage #01-696-006 per TSL. P		
1.1	55.01.03	Clemency Cases	AC	10	AC+10		AC=Clemency Granted or Denied; Storage #90-696-002 per TSL. P		
1.1.058	55.01.04	Parole Board Meetings, Agenda and Minutes	PM		PM	A	Copies sent to the State Archives fulfill the archival requirement. P		
1.1.060	55.01.05	Parole Board Meetings, Audiotapes/Digital Recordings	AC	3mo	AC+3mo		AC=Official approval of written minutes. Audiotape. O		
1.1	55.01.06	Revocation Tapes	CE	5	CE+5		Storage #91-696-003. Audiotape O		
	55.01.07	Audio Digital Recordings (Hearings)	AC	10	AC+10	R	AC= Discharge of sentence. E		

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		Texas Correctional Industries							
5.4.003	56.01.01	Air Permit Records	PM		PM		P		
1.1	56.01.02	Business Plans	AC	3	AC+3		AC=Decision made to implement or not to implement results. P		
5.2.024	56.01.03	Customer Orders & Specifications	FE	4	FE+4		P		
1.1.038	56.01.04	Customer Service Records	FE	4	FE+4		P		
4.3.002	56.01.05	Documentation of Product Transfers	FE	4	FE+4		P		
4.6.001	56.01.06	Financial Reports, TCI Monthly	FE	3	FE+3		P		
4.6.001	56.01.07	Manufacturing Reports	FE	3	FE+3		E		
5.2.024	56.01.08	Material Requests	FE	3	FE+3		P		
	56.01.10	Offender Work/Trng Program Documentation, TCI	AV		AV		P		
5.2.024	56.01.11	Raw Materials Records, TCI	FE	2	FE+2		Do not use. Number will be deleted 09/01/2015.		
5.4.003	56.01.12	Safety Inspection Records, TCI	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. P		
5.2.016	56.01.13	Stock Record Cards, TCI	FE	3	FE+3		P		
5.2.020	56.01.14	Waste Management Records, TCI	FE	3	FE+3		P		
5.1.010	56.01.15	Licenses & Permits for Non-Vehicles	AC	2	AC+2		AC= Expiration date of permit.		
	56.01.16	Prison Industries Enhancement Certification Prog. (PIE)	CE	7	CE+7				
	56.01.17	Testing & Manufacturing Records, Bedding	AC	3	AC+3		AC= The bedding prototype is no longer in production.		
5.2.003	56.01.18	Sealed Engineering Drawings/Blueprints	AC	10	AC+10	R	AC= The prototype is no longer in production.		
		Transportation & Supply							
5.6.004	57.01.01	License & Driving Record Checks	US		US		Do not use. Number will be deleted 12/31/2013. Use 57.01.08.		
5.6	57.01.02	Mileage Reports, Transp & Supply	LA	2	LA+2		O		

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5.2.024	57.01.04	Raw Materials Records, Transp & Supply	FE	2	FE+2		Do not use. Number will be deleted 09/01/2015.		
5.4.003	57.01.05	Safety Inspection Records, Transp & Supply	AC	3	AC+3		AC=Date of inspection, or date deficiencies are corrected. P		
5.6.003	57.01.06	Vehicle Inspection, Repair & Maintenance Logs	LA	2	LA+2		P		
5.2.020	57.01.07	Waste Management Records, Transp & Supply	FE	3	FE+3		P		
	57.01.08	Driver Qualification File	AC	5	AC+5		AC= Date employee is no longer employed as a correctional transportation officer.		
		TX Corr Office-Med/Mental Impairments							
1.1.062	58.01.01	Council Meeting Agenda/Minutes/Tapes	2		2	A	Copies sent to the State Archives fulfill the archival requirement. P		
	58.01.02	Competency Reports	FE	2	FE+2				
	58.01.03	Project Rio Records	5		5				
	58.01.04	Individual Employment Plans	PM		PM				
		Use of Force							
	59.01.01	Major Use of Force Reports & Videotapes (Original)	AC	7	AC+7		Maintained by UOF; AC=Date of final review. O/Videotape		
	59.01.02	Major Use of Force Reports (Reference Copy)	AC		AC		AC=Destruction notice received from UOF. P		
	59.01.03	Minor Use of Force Reports (Original)	AC	3	AC+3		AC=Completion of report. P		
		Victim Services							
1.1	60.01.01	Program Statistics	FE	5	FE+5		O		
1.1.063	60.02.01	Meeting Agendas and Minutes	FE	2	FE+2		P		
	60.03.01	Crime Victim Clearinghouse Conference Files	AC	20	AC+20		AC=Date conference ends. P		
5.1.004	60.03.02	Statewide Resource Directory	US		US		O		
	60.04.01	Execution Viewing Lists	US		US		Do Not Use. Number will be deleted 12/31/2010. P		
	60.04.02	Victim Preparation Files	PM		PM		P		

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	60.05.01	Tour Files	FE	1	FE+1		P		
3.3	60.06.01	Continuing Education Certifications	AC	3	AC+3		AC=Date certification expires. P		
3.3.030	60.06.02	Training Sites Files	AC	3	AC+3		AC=Date training is completed. P		
	60.07.01	Panelists Files	AC	5	AC+5		AC=Date of separation. P		
	60.08.01	Bench Warrant List	1		1		P		
	60.08.02	VNS Database	PM		PM		E		
	60.08.03	VNS Letters Sent List	1		1		P		
	60.09.01	Books, Videos, Resources Lists	US		US		O		
	60.09.02	Mediation Files	AC	5	AC+5		AC=Date mediation is completed. P		
	60.09.05	Volunteer Mediator Files	AC	2	AC+2		AC=Date of separation. P		
3.3	60.09.06	Volunteer Mediator Training Rosters	FE	2	FE+2		P		
	60.09.07	Victim File Material	AV		AV		P		
		Volunteer Program							
1.1	61.01.01	Administrative Plan for Cap Imp by Citizen Groups	AC	3	AC+3		AC=Decision made to implement or not to implement results. O		
	61.01.02	Volunteer Fiscal Reports	AV		AV		O		
	61.01.03	Volunteer Report, Monthly	AV		AV		E		
	61.01.04	Volunteer Application (Active)	AC	3	AC+3		AC=After volunteer status has changed to delete. P		
	61.01.05	Unit/Facility Volunteer Records	AC	3	AC+3		AC=After volunteer status has changed to delete. P		
	61.01.06	Special Volunteer Log	FE		FE		P		
	61.01.07	Offender Volunteer Services Agreement	CE	1	CE+1		P		
	61.01.08	Volunteer Suggestion Form	AV		AV		P		

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	61.01.09	TDCJ Volunteer Exit Form	AC	3	AC+3		Do not use. Number will be deleted 12/31/2016. Use 61.01.10.		
	61.01.10	TDCJ Volunteer Services-Violation of Policy Form	AV		AV		P		
	61.01.11	Volunteer Tracking Logs	AC	2	AC+2		AC= After background check is completed.		
	61.01.12	Volunteer Application, (Inactive)	AV		AV		P		
		Youthful Offender Program							
1.1	62.01.02	Youthful Offender Automated Tracking Files	3		3		E		
1.1	62.01.03	Youthful Offender Program Administration	FE	6	FE+6	R	P		
1.1	62.01.04	Youthful Offender Program Research Materials	FE	6	FE+6		P		
1.1	62.01.05	Youthful Offender Program Statistics	FE	6	FE+6		P		
1.1	62.01.06	Youthful Offender Program Treatment Files	AC	6	AC+6		AC=After completion of treatment. P		
	62.01.07	Class Attendance Records and Sign In Rosters	3		3				
		Serious/Violent Offender Reentry Initiative Prog							
	63.01.01	Serious/Violent Offender Reentry Initiative Offend Files	2		2		After final program disposition		

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