September 25, 2020

TEXAS STATE
LIBRARY AND ARCHIVES
COMMISSION

Jason Clark
Deputy Chief of Staff
Texas Department of Criminal Justice
P.O. Box 99, Huntsville, Texas 77342

Dear Mr. Jason Clark ,

Your agency's records retention schedule is approved for use as of **9/17/2020**, and may be accessed on our website at https://www.tsl.texas.gov/slrm/state/schedules. Please ensure that all old copies of the schedule are superseded with this certified copy.

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

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **09/2025**.

During a certification period, changes may need to be made to your schedule. State rules (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency:

Joslyn Ceasar
512-463-5477
jceasar@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

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

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Preserving yesterday
Informing today
Inspiring tomorrow

TEXAS STATE LIBRARY 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

Name *(Print or type)* Jason Clark

Date 3-8-19

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 Gloria Mercz

Name *(Print or type)* Gloria Mercz

Date 9/17/2020

Cert/Recert No. 6 Amendment No.

CAUTION

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

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

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

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

STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

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

3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
01.01.01	1.1.006	Complaint Records		AC	3			AC=Final disposition of the complaint.		If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048. P	
01.01.02	5.2.026	Facilities Reservation Logs			2					P	
01.01.03	1.1	Notary Public Record Book		PM						P	
01.01.04	1.1.020	Public Information Request-Not Exempted		AC	2			AC=Date request is fulfilled.		O	
01.01.05	1.1.021	Public Information Requests-Exempted		AC	2			AC=Date of notification records are exempt.		O	
01.01.06	5.1.007	Requests for In-Agency Copy/Printing Service		AV						P	
01.01.07	1.1.026	Texas Register Submissions		AC	1			AC=Date of publication in the Texas Register.		P	

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01.01.08	1.1.057	Transitory Information with Temporary Usefulness		AC				AC=Purpose of record has been fulfilled.		Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. P	
01.02.01	1.1.069	Activity Reports			1					O	
01.02.02	1.1.066	Biennial or Annual Agency Reports (Narrative)		AC	6			AC=Sept 1 of odd-numbered calendar yrs;	A	Copy to TSL. P	

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01.02.03	1.1.064	Performance Measures Documentation		FE	3					The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. P	
01.02.04	1.1.068	Performance Measures Reports		AC	6			AC=Sept 1 of odd-numbered calendar yrs.		P	
01.02.05	1.1.067	Reports and Studies, Non-Fiscal			3				R	Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064. O	
01.02.06	1.1.065	Reports and Studies, Non-Fiscal, Raw Data		AV						O	
01.03.02	1.1.002	Audits, Unit/Dept/Division Level		AC	7			AC=Publication or release of final audit.		P	
01.03.03	1.1.002	Audits, Working Papers		AC	7			AC=Publication or release of final audit.		P	

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01.04.01	1.1.013	Calendars and Appointment Books		CE	1				R	Archival review for division director level and above. O	
01.04.02	3.3.020	Work Schedules and Assignments			1					O	
01.05.01	1.1.066	Biennial Operating Plan & Supporting Documentation		AC	6			AC=Sept 1 of odd-numbered calendar yrs.	A	O The archival requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
01.05.02	2.1.011	Finding Aids, Indexes & Tracking Systems		AC				AC=The related hard copy or electronic records are destroyed.		E	
01.05.03	2.1.008	Hardware Documentation		AC				AC=Records are transferred to new environ or no longer require hardware.		Software needed for access to electronic records must be retained for the period of time required to access the records. O	Citation 13 TAC 6.94

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01.05.04	2.1.002	Master Files		AC				AC=Completion of 3rd update cycle except as noted. Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. The retention period for this record is until the completion of the 3rd update cycle except for: a) Data file which replaces or serves in lieu of a textual record – follow the retention period approved for the equivalent type of textual record. b) Output data file extracted from system solely to produce printed reports or other publications – retention period: dispose of when no longer needed to create report or publication.		E	

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					Years	Months	Days				
01.05.05	2.1.001	Processing Files		AC				AC=Completion of 3rd update cycle except as noted. Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. The retention period for this record is until the completion of the 3rd update cycle except for: a) Data file which replaces or serves in lieu of a textual record – follow the retention period approved for the equivalent type of textual record. b) Output data file extracted from system solely to produce printed reports or other publications – retention period: dispose of when no longer needed to create report or publication.		E	

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01.05.06	2.1.007	Software Programs		AC				AC=Records are transferred to new environ or no longer require software.		Software needed for access to electronic records must be retained for the period of time required to access the records. O	
01.05.07	2.1.009	Technical Documentation		AC				AC=Records are transferred to new environ or no longer retained.		Software needed for access to electronic records must be retained for the period of time required to access the records. O	
01.06.01	5.3.007	Bid Documentation		AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		O	
01.06.02	5.1.001	Contracts and Leases		AC	7			AC=Expiration or termination of the instrument according to terms.		P	Government Code 441.1855

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01.06.03	5.3.009	Requests for Information		AC				AC=Decision not to proceed with the procurement, as applicable.		If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007. P	
01.06.04	5.3.007	Requests for Proposal		AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		If contract results, records must be retained w/contract. O	
01.06.05	1.1	Memorandum of Understanding		US	3					P	
01.06.06	5.3.007	Unsuccessful Bids		AC	2			AC=Date of notification of denial or date of withdrawal, as applicable.			
01.07.01	1.1.007	Correspondence - Administrative			4				R	Archival review for division director level and above. P	
01.07.02	1.1.008	Correspondence - General			2					P	
01.07.03	5.1.015	Correspondence Tracking Logs		FE	7					P	

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01.07.04	1.1.007	Decision Memorandum		AC	4			AC=Request is approved or denied.	R	P	
01.08.01	4.6.001	Balancing Records		FE	3					P	
01.08.02	4.7.002	Bank Statements		FE	3					P	
01.08.03	4.6.003	Cash Counts		FE	3					P	
01.08.04	4.2.001	Cash Deposit Vouchers		FE	3					P	
01.08.05	4.2.002	Cash Receipts		FE	3					P	
01.08.06	5.1.012	Charge Schedules/Price Lists		US	3					O	
01.08.07	4.7.005	Claim Files		AC	3			AC=Resolution of claim.		P	
01.08.08	4.3.003	Credit Card Records, Reports, Receipts		FE	3					P	
01.08.09	4.2.004	Encumbrance Vouchers		FE	3					P	
01.08.10	4.3.003	Expenditure Journals or Registers		FE	3					P	
01.08.11	4.2.007	Expenditure Vouchers		FE	3					P	
01.08.12	4.7	Fund-Raising Records, Charitable		FE	3					P	
01.08.13	4.7.008	Funding Documentation		AC	3			AC=Satisfaction of all requirements for grants and cooperative agreements.		Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period. P	

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01.08.14	4.7.008	Grants Documentation		AC	3			AC=Satisfaction of all requirements for grants and cooperative agreements.		Retention requirements may vary depending on the specific funding agency. Agencies must ensure that records are retained for the appropriate retention period. P	
01.08.15	4.1.005	Inventory and Other Cost Files		FE	3					P	
01.08.16	4.2.006	Journal Vouchers		FE	3					P	
01.08.17	1.1.004	Legislative Appropriation Requests		AC	6			AC=Sept 1 of odd-numbered calendar years.	A	Copy to TSL. P	
01.08.18	4.1.005	Production Records		FE	3					P	
01.08.19	4.2.005	Purchase Vouchers		FE	7					P	
01.08.20	4.3.002	Receipts Journals or Registers		FE	3					P	
01.08.21	4.6.002	Reconciliations		FE	3					P	
01.08.22	4.2.002	Sales Invoices		FE	3					P	
01.08.23	4.3.001	Sales Journals or Registers		FE	3					P	
01.08.24	4.7.012	Signature Authorizations		AC	3			AC = US+FE		P	

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01.08.25	4.1.007	Transmittal of Funds/Cost Center Transfers		FE	3					P	
01.09.01	4.5.002	Budget Reports & Supporting Documents		FE	3					Keep administratively valuable after expiration of retention period. P	
01.09.02	4.5.006	Budget, Supporting Documents for Annual Operating		FE	3					Keep administratively valuable after expiration of retention period. P	
01.09.03	4.5.003	Financial Reports, Annual		AC	6			AC=Sept 1 of odd-numbered calendar yrs.		P	
01.09.04	4.5.002	Fiscal Management Reports, Internal		FE	3					P	
01.09.05	4.5.005	Fiscal Reports, External		FE	3					P	
01.09.06	4.5.001	Fiscal Reports, Worksheets for Preparing		FE	3					P	
01.11.01	1.1.027	Proposed Legislation (Reference Copy)		AV						P	
01.12.01	5.1.004	Address, Telephone, Fax and E-mail Listings		US						O	
01.12.02	5.5.003	Fax Logs		AV						P	
01.12.03	5.1.005	Postage Records		FE	3					P	
01.12.04	5.1.005	Stamp Reports		FE	3					P	

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01.12.05	5.5.003	Telephone Activity Reports		AV						P	
01.12.06	5.5.002	Telephone Logs, Long Distance		AV						P	
01.13.01	1.1.063	Meeting Minutes, Staff			1					P	
01.13.02	1.1.058	Meetings, Agenda and Minutes of Open		PM					A	Copies sent to State Archives fulfill the archival requirement. This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency. P	

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01.13.03	1.1.060	Meetings, Audio or Videotapes of Open		AC		3		AC=Official approval of written minutes.		CAUTION: This records series and item numbers 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency. Tapes O	
01.13.04	1.1.059	Meetings, Cert Agenda or Tape Recordings of Closed		AC	2			AC=Date of mtg or completion of pending action involving mtg whichever later.		O	Government Code, 551.104 (a)
01.13.05	1.1.061	Meetings, Notes of Open		AC		3		AC=Approval of formal minutes by the governing body.		P	

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01.13.06	1.1.062	Meetings, Supporting Documentation of Open		FE	10				A	O	
01.14.01	1.1.019	News, Media & Publicity Information			2				R	P	
01.15.01	1.1.023	Organizational Charts		US	10				A	O	
01.16.01	3.3.026	Staffing Reports, Personnel		US	3					O	
01.16.02	3.3.023	Workshops/Seminar, Requests and Authorizations for		FE	3					P	
01.17.01	1.1.024	Plans and Planning Records		AC	3			AC=Decision made to implement or not to implement results.	R	O	

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01.17.02	1.1.055	Strategic Plans (see pg. xvii for archival requirements)		AC	6			AC=Sept 1 of odd-numbered calendar years. The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	A	O, CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.	
01.18.01	1.1.070	Departmental Rules, Policies & Procedures (originals)		PM					R	Working files listed under 01.18.07. O	
01.18.02	3.3.025	Job Procedure Records		US	3					O	
01.18.03	5.1.014	Standard Operating Procedures		US	1					O	
01.18.04	1.1.070	Orientation Handbooks and Manuals		US	5				R	O	

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01.18.05	1.1.070	Security Rules, Policies & Proc (Originals)		PM					R	Historical reference. O	
01.18.06	1.1.071	Security Rules, Policies & Proc (Working Files)		US	20					P	
01.18.07	1.1.071	Depart. Rules, Policies & Procedures (working files)		US	20						
01.19.01	1.1.040	Presentations		AC				AC=End of term in office or termination of service in a state position.	R	O	
01.19.02	1.1.040	Speeches and Papers		AC				AC=End of term in office as ED or Dept. Executive Director.	R	O	
01.20.01	5.2.007	Damage Reports		FE	3					P	
01.20.02	5.2.008	Equipment History File and Service Agreements		LA	3					P	
01.20.03	5.1.013	Equipment Insurance Policies		AC	7			AC=Expiration or termination of the policy according to terms.		P	
01.20.04	5.2.009	Equipment Inventory Detail Report Forms		FE	3					P	
01.20.05	5.2.008	Equipment Leases		LA	3					P	
01.20.06	5.2.010	Equipment Manuals		LA	3					P	

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01.20.07	5.2.011	Equipment Warranties		AC	3			AC=Expiration or termination of the warranty.		P	
01.20.08	5.2.012	Estimate Files (Supply and Repair Cost Estimates)			3					P	
01.20.09	4.7.004	Fixed Asset Records		LA	3					O	
01.20.10	4.7.009	Fixed Asset Sequential Number Logs		US	3					E	
01.20.11	5.2.016	Inventory System Update Listings		AC				AC=Transfer of information into annual listing.		P	
01.20.12	5.2.014	Inventory, Annual Physical		FE	3					P	
01.20.13	5.2.015	Inventory, Notices of Equipment Removed		FE	3					P	
01.20.14	5.1.011	Photocopier Use Logs & Reports		AV						P	
01.20.15	5.2.006	Property Destruction, Certificates of		FE	3					P	
01.20.16	5.2.017	Property Reports, Lost & Stolen		FE	3					P	
01.20.17	5.2.019	Service Orders			3					P	
01.20.18	5.2.020	Supply Usage Records		FE	1					P	

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01.20.19	5.2.021	Surplus Property Sale Reports		FE	3					O	
01.21.01	1.3	Brochures/Booklets, Departmental		AC	2			AC= Until superseded, obsolete, or not available for distribution.		O	
01.21.02	1.3	Newsletters/Newspapers, Departmental		AC	1			AC= Until superseded, obsolete, or not available for distribution.		O	
01.21.03	1.3.001	Publications, State (w/chronological designations)		AC	5			AC= Until superseded, obsolete, or not available for distribution.		O CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.	

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01.21.04	1.3.001	Publications, State (w/o subsequent revisions)		AC	5			AC=Date publication is not available for distribution.		O CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.	

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01.21.05	1.3.001	Publications, TDCJ Annual		US	10					Historical reference. O CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.	
01.21.06	1.3.002	Publication Development Files		AC	3			AC= Until superseded or obsolete.	R	O	
01.22.03	5.3.004	Order Acknowledgements		AV						P	
01.22.04	5.3.005	Packing Slips		AV						P	
01.22.05	5.3.008	Purchasing Logs		FE	3					P	

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01.22.06	5.3.009	Requests for Information, Purchasing		AC				AC=Decision not to proceed with the procurement, as applicable.		P	
01.23.01	5.2.018	Quality Control Documentation		FE	2					P	
01.24.01	1.2.001	Destruction Sign-Offs		FE	3					P	
01.24.02	1.2.015	Disaster Recovery Service Transmittals		FE	1					RMD-109. P	
01.24.03	1.2.003	Forms History File		AC	1			AC=Discontinuation of use of form.		P	
01.24.04	1.2.004	Forms Inventory		US						P	
01.24.05	1.2.011	Record Center Storage Approval Forms		US						RMD-106. P	
01.24.06	1.2.013	Records Control Materials		AC				AC=When control aid is updated, revised or no longer needed.		CAUTION: These records must carry the same retention period and archival code of the records they support. P	
01.24.07	1.2.010	Records Disposition Logs			10					P	
01.24.08	1.2.012	Records Inventory Worksheets		US						P	
01.24.09	1.2.014	Records Management Plans		US	1					P	

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01.24.10	1.2.005	Records Retention Schedule		US						SLR-105. O	
01.24.11	1.2.006	Records Transmittal Forms		AC	2			AC=Date authorized for destruction, transfer from storage, or to archives.		P	
01.24.12	1.2.008	Requests for Authority to Dispose of State Records		FE	3					RMD-102. P	
01.25.01	5.4.013	Disaster Preparedness and Recovery Plans		US						P	
01.25.02	5.4.002	Emergency Management and Evacuation Plans		US						P	
01.25.03	5.4.008	Hazard Communication Plans		US	5					O	Texas Health and Safety Code, Sec. 502.009(g)
01.25.04	5.4.007	Hazardous Materials Training Records			5					P	Texas Health and Safety Code, 502.009(g)
01.25.05	5.4.010	Material Safety Data Sheets		AC	2			AC=Until updated or hazardous chemical is no longer used.		O	
01.25.06	5.4.007	Safety Training Records			5					P	

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01.25.07	5.4.012	Security Access Records		AC	2			AC=Until superseded, date of expiration or termination, whichever sooner.		O	
01.25.08	5.4.011	Visitor Control Registers			3					P	
01.26.01	5.1.003	Delivery and Distribution Records		FE	3					P	
01.26.02	5.1.003	Shipping and Receiving Records		FE	3					P	
01.27.01	3.3.030	Training Administration Records		US	2					P	
01.27.02	3.1.027	Training and Educ Achievement Records, Individual		AC	5			AC=Employee's separation date.		O	
01.27.03	1.1.043	Training Materials		US	2					O	
01.28.01	5.6.005	Fuel Records		FE	3						
01.28.02	5.6.005	Mileage Reports		FE	3					P	
01.28.03	5.6	Travel Records			1					P	
01.28.04	3.3.023	Reimbursement Requests (Travel/Cash)		FE	3					P	
01.28.05	5.6	Vehicle Operation Logs		LA	3					P	
02.01.01		Law Library Access, Request for Additional			2					I-180. P	

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02.01.02		Law Library Visit Log			3					I-183. P	
02.01.03		Law Library Sign-up Sheets/Daily Session Schedules				5				P	
02.01.04		Law Library Holdings List		US						P	
02.01.05		Intra-Law Library Loan Program Log			3					I-315.P	
02.01.06		Intra-Loan Requests			1					E-mail, I-60's. P	
02.01.07		Court Citator Request Log			3					I-314. P	
02.01.08		Citator Requests			1					E-mail, I-60's. P	
02.01.09		Notice of Legal Research Material Suspension			2					E-mail. P	
02.01.10		Offender/Offender Legal Visit Invstgn Worksheet			2					P	
02.01.12		Notary Public Record Book, Law Library		PM						I-182. P	
02.01.13		Law Library Request Log			3					I-181. P	
02.01.14		Court Forms Request Log			2					I-313. P	

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02.01.15		Law Library Activity Reports, Monthly			2					ATC Activity Report and Law Library Open Records Report E-mails. P	
02.01.16		BPP Revocation Hearing Documents Log			1					P	
02.01.17		Inmate Requests				5				I-60 (requesting law library session, subsq. Storage, app. Notary, etc.). P	
02.01.18		Notary Denials				6				I-60. P	
02.01.19	4.2.005	Invoices for Shipment of Law Books		FE	3					P	
02.01.20	5.2.014	Law Library Inventory		FE	3					P	
02.01.21		Offender Legal Visit Denial Form			2					P	
02.01.22		Indigent Postage Requisition Form			2					P	
02.01.23		Commissary Purchase Receipt-Access to Courts			2					P	
02.01.24		Offender Request for Oral Notice			1					P	
02.01.25		Shipping Tickets-Access to Courts			1					P	

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02.02.01		Stamp Log for Denomination Log			2					P	
02.02.03		Postage Deduction Auth. for Court Doc. & Tran.			2					P	
02.02.05		Supplies, Daily Summary of			1					Computer print-out. O	
02.02.06		Supplies, Monthly Summary of			2					Computer print-out. P	
02.02.07		Stamp Reports, Monthly			2					E-mail. P	
02.02.08		Verify E-form			2					Transfers, Subsequent Storage, Correspondence, Certify. P	
02.02.09		Inmate Correspondence Supply Request			1					I-60's (for indigent supplies) and I-302's. P	
02.03.01		Notice of Confiscation of Written/Printed Material			2					I-185. P	
02.03.02		Authorization to Search Legal Materials			2					I-186. P	
02.03.03		Subsequent Storage Container Review Checklist			1					ATCP05. P	

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02.03.04		Storage Container Request and Tracking Log			2					PROP04. P	
02.04.01		Attorney Application to Visit			2					I-163. P	
02.04.02		Application to Visit Offender as Attorney's Rep			2					I-164. P	
02.04.03		Authorization for Approved Rep to Visit Offender			2					I-166. P	
02.04.04		Offender Refusal to Visit Attorney or Attorney Rep			2					I-167. P	
02.04.05		Witness Certif of Offender's Refusal to Visit Atty			2					I-168 Witness Certificate of Offender’s Refusal to Visit Atty. P	
02.04.06		Request for Attorney/Offender Telephone Call			2					I-162. P	
02.05.01		Records Release Authorization			2					ATC01. P	

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02.05.02		Certified Copy of Trust Fund Balance Account (TFBA)			2					P	
02.05.03		Initial Partial Filing Fee Payment Authorization			2					ATC02. P	
02.05.04	4.2.002	Court Filing Fee		FE	3					E-mail. P	
02.05.05		State of Texas Acknowledgement of Paternity			5					VS-159. P	
02.05.06		Parent Survey on the AOP			5					Form 1798. P	
03.01.01	1.1	Administrative Review Special Requests/Reports		AV						O	
04.01.01	1.1	FSA Acreage Reports			5					P	
04.01.02	1.1	Cost Analysis Reports, Agribusiness		CE	3					P	
04.01.03		Deeds & Abstracts		PM						P	
04.01.04		Easements		PM						P	
04.01.05		Equipment Preventative Maintenance Plans		US						P	

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04.01.06		License Agreements		LA	3					P	
04.01.07		Maps & Aerial Photos		AV						O/Photographs	
04.01.08	1.1	Project Files and Planning Notes		AV						P	
04.01.09	1.1.065	Raw Data Files, Agribusiness		AV						O	
04.01.10		Seismic Permits		AC	4			AC=Completion of project.		P	
04.01.12	5.2.019	Work Orders		FE	3					P	
04.01.13	4.1.005	Cotton Production & Storage Records		FE	3						
04.01.14		Pest Control Records		FE	2						
04.01.15		Livestock Records		AV							
05.01.01		Beneficial Occupancy Plan Meeting Minutes		AV						P	
05.01.02		Conversion of Facilities to TYC, Documentation		AV						P	
05.01.03		Emergency Expansion Beds, Documentation		AV						P	
05.01.04		Plan for Utilization of Temp Excess Capacity		AV						P	
05.01.05		Utilization of County Surplus Beds, Documentation		CE	3					P	

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06.01.01	3.3	Chaplaincy Personnel Data & Correspondence		AC				AC=Employee's separation date.		O	
06.01.02	1.1	Faith Code Changes Reports		FE	5					P	
06.01.03	1.1	Ministry Organizations Data		AC				AC=When organization no longer participates in Chaplaincy program.		E	
06.01.04	1.1.008	Offender Faith Change Requests		FE	5					P	
06.01.07	5.2	Office Supplies Inventory		AC				AC=Items removed from inventory.		E	
06.01.08		Religious Practices & Doctrines Documentation		PM						P	
06.01.09	1.1.063	Religious Practices Committee Meeting Minutes		PM						E	
06.01.11	1.1	Unit Monthly Statistical Reports/Related Summaries		FE	3					P	

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06.01.12		Formal Request to Donate Property/Equipment/Funds		LA	3					O	
06.01.13		Denominational Leave		AC	3			AC=After event is complete.		P	
06.01.14		HQ150-Requests for Faith Accommodation		PM						P	
06.01.15		Request for Reassignment for Religious Services		PM						P	
06.01.16		Muslim Offender Presenter		AC	3			AC=Term expires.		P	
06.01.17		Offender Death Notification		CE	3					P	
06.01.18		Offender Family Member Death or Illness Worksheet		CE	3					P	
06.01.19		Shahada Declaration		AV						P	
06.01.20		Religious Devotional Item		CE	3					P	
06.01.21		Religious Medallion Approval		CE	3					P	
06.01.22		Witness Statement		CE	3					P	

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06.01.23		Negative Telephone List		AC	3			AC=Completion of situation.		P	
06.01.24		Unit Chaplaincy Program Files		AC	3			AC=After completion of program.		P	
06.01.25		New Program/Activity Approval Form		AC	3			AC=After program is no longer being offered.		P	
06.01.26		Ministerial Visitation Program Files		CE	3					P	
06.01.27		Chaplain's Personal Property Inventory		AC				AC=Duration of Chaplain's tenure.		P	
06.01.28		Offender-Led Program/Service Lesson Plan		AC		6					
07.01.01	1.1	Forms & Fax Information		AV						P	
07.01.03	1.1.065	Sub Abuse Felony Punish Facility Backlog Documentation		AV						P	
07.01.04	1.1.065	SAFPF Reports, Scheduled		CE	1					E	
07.01.05	1.1.065	Special Alternative Incarceration Prog D-Base Programs		AV						E	
07.01.06	1.1.065	SAIP Evaluations		AV						E	

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07.01.07	1.1.065	SAIP Rap Sheets		AV						P	
07.01.08	1.1.065	SAIP, Ineligible for		AV						P	
07.01.11		Discharge E-Mails		US	1					O	
07.01.12		Discharge Monthly List		US	1					O	
07.01.13		Commissary and Go Home Checks		AV						O	
07.01.14		Load History Tracking		CE						O	
07.01.15		State and Federal Court Orders		AV						O	
07.01.16		Bench Warrant Requests		AV						O	
07.01.17		Actual Intake Totals		AV						O	
07.01.18		SAFPF Intake Analysis		CE	1					O	
07.01.19		SAIP County Letters		CE	2					O	
07.01.20		SAIP Schedule		CE	2					O	
07.01.22		Byrd Unit/Transfer Facility Intake		CE						O	
07.01.23		Transfer Requests		CE						O	
07.01.24		County Transport Authorization		CE	2					O	
07.01.25		Mandatory Supervision Release			2					Part of offender file. P	
07.01.26		Parole Release			2					Part of offender file. P	

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07.02.01	1.1.057	Programmer Documents		AC				AC=Purpose of record has been fulfilled.		P	
07.03.01	1.1.069	Aftercare Plan Log		US	2					P	
07.03.02	1.1	Attorney General's Office Call Request Form		US	2					P	
07.03.03	1.1.069	Bench Warrant HIV Discharge List		US	2					P	
07.03.04	1.1.069	Bench Warrant Monthly Reports		US	2					P	
07.03.05	1.1.069	Field Services Div Monthly Statistics		US	2					Field Services Division. P	
07.03.06	1.1.069	Field Services Monthly Medical Logs		US	2					P	
07.03.07	1.1.069	Field Services Monthly Medical Reports		US	2					P	
07.03.08	1.1.069	Field Services Statistics		US	2					P	
07.03.09	1.1.069	HIV Discharge List		US	2					P	
07.03.10	1.1	Hosp/Health Dept Medical Referral List		US	1					P	
07.03.11	1.1.069	Inmate Progress Reports		CE	2					P	
07.03.12	1.1.069	Medical Reports, Monthly		US	2					P	

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07.03.13	1.1.069	Mental Health Caseload Monthly Reports		US	2					P	
07.03.14	1.1	Mental Health Referral List		US						P	
07.03.15	1.1.069	Mental Health Reports, Pre-Release		US	2					P	
07.03.16	1.1	Offender List, Age 60 & Older		US						P	
07.03.17	1.1	Offender List, Min/Max Expiration Dates		US						P	
07.03.18	1.1.069	Pre-Parole Release Log		US	2					P	
07.03.19	1.1.069	Prosthesis Log		CE	2					P	
07.03.20	1.1	Sex Offender Release List		AV						E	
07.03.21	1.1.069	Shock Probation Reports		CE	2					P	
07.03.22	1.1.069	Soc Serv/Field Services Client Transport Reports		CE	2					P	
07.03.23	1.1.069	Special Release Log		US	2					P	
07.03.24	1.1.069	Substance Abuse Statistics Logs		US	2					P	

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07.03.25	1.1.069	Transitional Assistance Request Log		CE	2					P	
07.03.26	1.1	Transport Authorization			3					E	
07.04.01	1.1	In-Cell Integration Reports			3					P	
07.04.02	1.1	Incident Data Forms		AC	3			AC=Termination of Lamar case.		Paper destroyed after 3 yrs. O	
07.04.03	1.1.048	Lamar Litigation Files (Originals)		AC	5			AC=Termination of Lamar case.	R	(See Definition, pg. xvii). P	
07.04.04	1.1.064	Op Strategic Plan Output/Measurement Checklist		FE	3					P	
07.04.05	1.1	Suspension of Random Cell Assignments		AC	3			AC=Termination of compliance with Lamar case.		P	
07.05.01	1.1	Classification Committee Docket			3					P	
07.05.02	1.1.057	Index Cards (Alpha List of all Inmates)		AC				AC=Purpose of record has been fulfilled.		P	
07.05.04		Inmate Folder		AC	30			AC= After death or discharge.		O	

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07.05.05	1.1	Ledger Books		PM					A	Contains list of all offenders: name, TDCJ#, county of conviction, release date. P	
07.06.01	1.1.070	Classification Plan		AC	20			AC=Effective date of plan.	R	Historical reference; O	
07.07.01	1.1.069	Unit Activity Reports, Monthly			1					O	
07.07.02	1.1.069	Audit Reports, Operational Review		AC	7			AC= Until the subsequent inspection has been completed.		P	
07.07.03	1.1.065	Housing Capacity Reports, Daily			3					P	
07.07.04	1.1.069	Housing Scheme Changes			10					Keep administratively valuable after expiration of retention period. P	
07.07.05	1.1.065	Mishoused Offender Reports				6				P	
07.07.06		Offender Job Descriptions		US	1					E	
07.07.07	1.1.069	Offender Job Strength Reports			3					E	
07.07.08	3.3.030	Training Reports		PM						TNG, Attendees, Specifications. P	
07.07.09	1.1	Unit Capacity Reports			2					P	

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07.08.01	1.1.069	Classification/ITP Committee Docket			3					P	
07.08.02		Death Row Unit Files		PM						Upon offender's release, file sent to Class. Hdqtrs permanent archive.	
07.08.03		Deceased Offender File			30					Imaged into OnBase.	
07.08.04	1.1	Health Summary for Classification		AC	30			AC= After death or discharge.			
07.08.05	1.1	Lamar Housing Compliance			3					E	
07.08.06	1.1	Lamar Job Compliance			1					E	
07.08.07	1.1	Offender Emergency Housing Moves Log			6					P	
07.08.08		Offender File, Unit		AC	30			AC= After death or discharge			
07.08.09	1.1	Offender Protection Log			6					P	
07.08.10		Offender Travel Card		AC				AC= After release from custody.			
07.08.11	1.1	Orientation Sign-in Roster			1					P	
07.08.12	1.1	Subsequent Review Report			3					P	

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07.08.13	1.1	Unit Classif. Committee SSI Review Form		AV						Upon offender's release, file sent to Classification Hdqtrs. permanent archive. P	
07.09.05	1.1	Countroom Activity Reports, Daily				6				P	
07.09.06	1.1	Master Assignment Rosters			1					P	
07.09.07	1.1	Offender Job Descriptions (Unit)		US	1					P	
07.09.08	1.1	Offender Job Strength Reports (Unit)		AC		6		AC=Date report is sent to Classification Hdqtrs.		P	
07.09.09	1.1	Offender Strength Reports, Daily				2				P	
07.09.10	1.1	Offender Transfers, Chain Lists			1					P	
07.09.11	1.1	Required Inmate Numbers (Job Assignment Summary)			1					P	
07.09.12	1.1	Single Cell Reports		FE	3					E	
07.09.13	1.1	Solitary/PHD/Lockdown Reports			1					P	
07.09.14	1.1	Temporary Detention Logs			1					P	

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08.01.01	4.3.002	Commissary and Warehouse POS Reports		FE	3					Automated POS (point-of-sale) system-generated reports. P	
08.01.02	5.3.004	Commissary Order Slip/Point of Sale Receipts		AV						Stored at unit commissaries for two years. P	
08.01.03	4.5.002	Financial Reports, Commissary Comprehensive Annual		AC	6			AC=Date of report.		P	
08.01.04		Inventory Observation Documents		AC				AC= Upon closure of the observation audit.			
08.01.05		Offender Identification Card Reissue Form				6				P	
08.01.06		Offender Money Orders, Deposit and Withdrawal		FE	3					Keep administratively valuable after expiration of retention period. O	
09.01.01	1.1.062	Judicial Advisory Council Meetings/Minutes/Agendas		PM					A	Copies sent to the State Archives fulfill the archival requirement. P	
09.02.01	2.1.011	Information Files		AC				AC=The related records have been destroyed.		Includes development of the IDB. P	
09.02.03	1.1.065	Production Files and Data		AV						E	

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09.02.04	1.1.064	Residential/Non-Residential Data Forms		FE	3					O	
09.02.05	1.1.064	Workload Reports, Monthly		FE	3					MCSCR. O	
09.03.01	4.5.003	CSCD Budget Documentation		AC	6			AC=Sept 1 of odd-numbered calendar years.		P	
09.03.02	1.1	CSCD Waivers		PM						P	
09.03.03	1.1	On-Site Monitoring/Tech Assistance Reports			10					P	
09.04.01	4.7	Payment Allocation Formulas & Surveys		FE	6					P	
09.04.02	4.5.006	Payment Information for Per Capita Payments		FE	6					PSIBASE. P	
09.05.01	1.1	SAFPF Defendants Tracking Log		AC	1			AC=After placement in a facility.		P	
09.05.02	1.1	SAFPF Early Release Discharge List		AC	1			AC=After discharged from a facility.		P	
09.05.03	1.1.068	Treatment Alter Incarceration Prog Qrtrly & Annual Rpt		AC	6			AC=September 1 of odd numbered calendar years.		P	

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09.05.04	5.3.007	TAIP Vendor Budgets		AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		P	
09.06.01	1.1	Probation Officer Certification		AV						Mandated by HB 2335. O	
09.06.02	3.1	Registration Documents			4					E	
09.06.03	1.1	Roster for Workshops		AC	5			AC=Employee's separation date.		P	
09.06.04	3.1	Workshops Sign-in Sheets		AV						P	
09.06.05		Community Corrections Facilities (CCF) Discharge Data Study Forms		AC	6			AC=After Close			
10.01.16		Community Liaison Office Reports		FE	3					O	
10.01.17		Community Liaison Office Databases		AV						E	
10.01.18		Prison Deterrence Education Programs Manual		US	1					O	

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10.01.19		Life Decisions Program Presentation Files		FE	1					O	
10.01.20		Life Decisions Program Offender Prog. Volunteer Files		AC	1			AC=Date offender no longer participates as a program volunteer.		O	
10.01.21		Adult Education Program Documentation Files		FE	1					O	
10.01.22		Adult Education Program Offender Prog. Volunteer File		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					CRISP. O	
10.01.24		CRISP Team Leader Volunteer Application		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=Date employee is not accepted or no longer continues as a CRISP volunteer.		O	

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10.01.26		CRISP Agreement of Understanding/Participation Form		AC	1			AC=Date employee is no longer continues as a CRISP volunteer.		O	
10.01.27		CRISP Team Member Intervention Form		FE	3					O	
10.01.28		Unit,Divisional,Department Monthly Intervention Rep.		FE	3					O	
10.01.29		Regional Monthly Intervention Report Form		FE	3					O	
10.01.30		Office Inventory Files		US	1					O	
11.01.01	1.1	American Correctional Association Files, Training		AV				AV= Current plus one previous accreditation.		P	
11.01.02	1.1	Correctional Training Monthly & Quarterly Reports		FE	3					P	
11.01.04	1.1.065	End-of-Training Reports		PM						O	
11.01.05	3.3.030	Lesson Plans/Curriculum		PM						O	
11.01.06	1.1.065	Major's Monthly Reports		FE	3					P	

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11.01.08	3.1.027	Training Class Files		FE	3					P	
11.01.10	5.3.007	Training Program Agreements/Contracts		AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		P	
11.01.14	1.1.067	Training Plans & Annual Reports			PM				R	Historical reference. O	
11.01.16		Letters of Transmittal		FE	3					O	
11.01.17		Lesson Plan Development Files		FE	3					O	
11.01.18		Firearms Affidavits		AC	5			AC=Date of the employee's latest affidavit.		PERS-511; P	
11.01.19		Pre-Service Training-Phase I & II Certification		AC	5			AC=Employee's separation date.		TNG-100; P	
11.01.20		In-Service Training Record		AC	5			AC=Employee's separation date.		TNG-99; P	
11.01.21		Training Instructor Certifications		AC	5			AC=Employee's separation date.		O	
11.01.22		Training Property Logs		FE	3					P	
12.01.16	4.5.001	Counsel Substitute Activity Reports, Monthly			5					P	

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13.01.01		External Tips Received		AV						P	
13.01.02		Internal Tips Received		AC				AC = Dismissal, final disposition of court, highest appellate + 180 days.		P	
13.01.03		Non-Tip Files		AV						P	
13.01.04		Rewards Paid		AC				AC = Dismissal, final disposition of court, highest appellate + 180 days.		P	
13.01.05		Tip Information		AC	1			AC=Information given to appropriate agency.		P	
13.01.06		Unsolvd Felony Cases Recvd from Other Agencies		AC	1			AC=Statute of limitations.		P	
14.01.02	1.1	EAC Administrative Review Reports		CE	7					P	
14.01.04	1.1	EAC Requests for Information, Miscellaneous			3					P	
14.01.05	1.1	EAC Special Projects			3					P	
14.01.06	1.1.069	EAC Statistics (Working Papers)			2					P	
14.01.07	1.1	Incident Statistical Reports		CE	3					P	

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14.01.08	1.1	Serious/Unusual Incident Reports		CE	7					O	
14.01.09	1.1.069	Serious/Unusual Incidents Log			2					P	
14.01.10	1.1.008	Serious/Unusual Incidents Summaries (E-Mail)			2					P	
14.01.11	1.1.008	Serious/Unusual Incidents, Unnumbered			2					P	
14.01.12		Attorney General's Affidavits		AC	1			AC=Completion of Affidavits.		O	
14.01.13		Homicide Incident Records		PM					R	O	
14.01.14	5.4.002	Emergency Drill Notifications				6					
14.01.15	1.1	Weekly Administrative Review Request Report			1						
14.01.16	1.1	Monthly Time Interval Report			1						
14.01.17	1.1.069	Sexual Abuse Incident Data		CE	10						

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14.01.18	1.1	Sexual Abuse/Harassment Administrative Reviews		AC	5			AC= Abuser release or employment termination.			
15.01.01	5.6.008	Pilot License Verifications		AC	5			AC=Termination of employment.		P	

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15.01.02		Advisory Counsel on Ethics (ACE) Files	The Advisory Council on Ethics (ACE) is the intra-agency body formed by the Executive Director, composed of a representative cross-section of TDCJ employees, whose mission is to advocate and foster an ethical environment for the TDCJ. ACE meets to increase TDCJ awareness of ethical issues, facilitate the practice of ethical behaviors within the TDCJ, improve TDCJ morale through the practice of ethical behaviors, assist in the development of ethics training materials, and foster the TDCJ's commitment to a fair, respectful, and honest work environment. ACE responds to staff who submit written questions or need written advice about ethical situations they have encountered or may encounter at work.	AV						P	
15.01.03	5.4.013	Disaster Preparation Plans, TDCJ		US							

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15.01.04	1.1	FEMA Requests for Public Assistance		AC	3			AC= After completion of funded project.		O	
16.01.01	1.1.011	Agency Rules, Policies & Procedures (Originals)		PM					R	Historical reference. O	
16.01.02	1.1.071	Agency Rules, Policies & Procedures(Working Files)		AC	20			AC=Effective date of policy.	R	Historical reference. The Archives will review only the agency working files for records prior to 1979. O	
16.01.03	1.1.065	Daily Maximum Inmate Population Report		AV						Historical reference. O	
16.01.04		Death Row - Internet Web Page		US	1					E	
16.01.05		Death Row Historical Files		PM					A	Historical reference. P	
16.01.06	1.1	Divisional/Departmental Manuals - Library Copy		US						P	
16.01.07	1.1.067	Frequency Distribution Report			3				R	FRED1. O Keep administratively valuable after expiration of retention period.	
16.01.08	1.1.067	Inmate Monthly Reports			3				R	P Keep administratively valuable after expiration of retention period.	

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16.01.09	1.1.063	Leadership Council Agenda/Minutes			3				R	P	
16.01.10	1.1.069	Offender Community Work Projects			3					P	
16.01.12	1.1.067	Statistical Reports, TDCJ			3				R	O Keep administratively valuable after expiration of retention period.	
16.01.13	1.1.065	Surveys, TDCJ		FE	9					P	
16.01.14	1.1.073	Texas Board Criminal Justice (TBCJ) Agenda & Minutes		PM					A	Includes Executive Session, committee agendas/minutes. P Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.	
16.01.15	1.1.060	TBCJ Meeting Audiotapes		AC	20			AC=Official approval of written minutes.		Includes committee meetings; E	

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16.01.16	1.3.001	TDCJ Fiscal Year Statistical Publication		AV					R	O Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.	
16.01.17	1.1.067	Total Bed Summary Report			3				R	Historical reference. O Keep administratively valuable after expiration of retention period.	
16.01.18		Mainframe Data Snapshot		AV						O	
16.01.19		External Research			4					O	

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17.01.01	5.1.001	Consultant Selection Process Documents		AC	7			AC=Expiration or termination of instrument according to terms.		O	
17.02.01	1.1.069	Facilities Activity Reports, Weekly			1					O	
17.03.01	5.2.003	Construction Specifications (State-owned Property)		LA					R	5.2.028 O	
17.03.02	5.2.003	Construction Specifications (Leased Property)		AC	2			AC=Expiration or termination of lease.		O	
17.03.03	5.2.002	Project Files (doc from all Facilities depts)		AC	10			AC=After completion of project.	R	The Archives is only interested in records from state-owned property. 5.2.028 O/Tape	
17.03.04	5.2.003	Record Set or As-Built Drawings		LA					R	The Archives is only interested in records from state-owned property. O	
17.04.01	5.2.001	Appraisals, Building or Property		AV					R	The Archives is only interested in records from state-owned property. O	
17.04.02	5.2.003	Architecture & Engineering Files (State-owned)		LA					R	O	

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17.04.03	5.2.003	Architecture & Engineering Files (Leased Property)		AC	2			AC=Expiration or termination of lease.		O	
17.04.04	5.2.002	Environmental Site Studies		AC	10			AC=After completion of project.	R	O	
17.04.07	5.2.004	Requests for Administrative Space			1					O	
17.04.08	5.2	Site Selection		LA						O	
17.04.09		Biennial Capital Expenditure Plan		US					R	O	
17.04.10	5.2.027	Space Utilization Reports		AV						O	
17.04.11	5.2.022	Submetering Records		AV						O	
17.04.12	4.1.002	Utility Bills		FE	3					O	
17.04.13	5.2.022	Utility Files		AV						O	
17.04.14	5.4.009	Workplace Chemical Lists			30					O	Texas Health and Safety Code, 502.005(d)
17.04.15		Environmental Permits		US	10					O	
17.04.16		Agency Resource Efficiency Plan		US						O	
17.04.18		Maintenance Training/Licensing Request & Documents		AC	5			AC=Completion of Training and Licensing.		O	

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17.04.19		Preliminary Energy Audit		AC	6			AC=All preliminary or investment grade energy audits.		O	
17.05.01	4.5.002	Red Book (Monthly Financial Reports)		FE	3					O	
17.05.02	4.1.002	TYC Construction Budget Records		FE	3					O	
17.05.03		Operating Reports, Monthly		AV						O	
17.05.04		TCRA Annual Report (Tier 2)			30					O	
17.06.01	5.4.009	Asbestos Files			30					O	
17.06.02	1.1.008	Boiler Systems Records			5					O	
17.06.03		Corrective/Preventive Maintenance Yearly Log			2					Maintained at Unit Maintenance. O	
17.06.04	1.1.008	Elevator Files		LA	3					O	
17.06.05		Employee Housing Repairs & Maintenance Logs		AV						O	
17.06.06		Equipment Cards		LA	1					Maintained at Unit Maintenance. O	
17.06.07	5.4	Hazardous Waste Records		PM						O	

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17.06.08	5.2.008	Heating, Ventilation & Air Conditioning Files		LA	5					O	
17.06.10	1.1.008	Locking Systems Records			2					O	
17.06.11	5.2.018	Maintenance Activity Reports, Monthly			2					AD 85.O	
17.06.12	4.1.005	Material Inventory		FE	3					O	
17.06.13	5.4	Solid Waste Records		CE	4					O	
17.06.14	5.2	Unit Maintenance & Sanitary Inspection Log			3					YWOL. P	
17.06.15		Unit Maintenance Work Requests			2					Maintained at Unit Maintenance. O	
17.06.16		Warranty Documents		AC	4			AC=After warranty expires.		O	
17.06.17	5.4	Wastewater Operation Files		CE	3					O	
17.06.18	5.4	Water Systems Records		CE	2					O	
17.06.19		Potable Water Systems Records (Public Notices)		CE	3					P	
17.06.20		Potable Water Systems Records (Analysis)		CE	5					P	
17.06.21		Potable Water Systems Records (Sanitary Surveys)		AC	10			AC= After completion of the survey involved.		P	

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17.06.22	5.2.005	Calibration of Equipment			10					P	
17.06.24		Request for Water/Waste Water Courses or Licenses		AV						P	
17.06.23		Sanitary Reports or Surveys		AV						P	
17.06.25		Customer Service Inspections		AV						P	
17.06.26		Refrigerant Logs			5					O	
17.06.27	5.2.018	Wastewater Annual Sludge Report		FE	5						
18.01.02	4.4.002	Accounts Receivable		FE	3					E	
18.01.03	4.5.002	Agricultural Activity Reports, Monthly		FE	3					P	
18.01.07	4.1.004	Binding Encumbrance Detail		FE	3					P	
18.01.09	4.1.007	Budget Transfer and Records		FE	3					P	
18.01.10	4.7.006	Comptroller Statements, Adhoc Year-End Reports		FE	3					P	
18.01.12	4.5.002	Contract Retention Reports, Year-End		FE	3					O	

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18.01.13	4.5.002	Cost Analysis Reports & Working Papers		FE	3					P	
18.01.14	4.1.005	Cotton Production & Storage Records		FE	3					P	
18.01.16	3.4.002	Employee Compensable Leave & Sick Leave Reports			4					P	
18.01.18	4.4.004	Employee Savings Bond Ledgers		FE	3					P	
18.01.19	3.2.001	Employee Service Option Records		AC	4			AC=Termination of employee, or amended, expired, terminated authorization.		P	
18.01.20	4.5.003	Financial Reports, TDCJ Annual (Original)		PM						Continual reference source. P	
18.01.21	4.5.001	Financial Reports, TDCJ Annual (Working Papers)		FE	3					P	
18.01.23	4.5.005	Fiscal Reports, External (Cost per Day)		FE	3					P	
18.01.24	5.2.014	Fixed Asset Physical Inventory Worksheets		FE	3					P	
18.01.25	5.6.001	Flight Log Manifest		LA	3					P	

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18.01.26	3.2.003	Form 1099 Miscellaneous Information		AC	4			AC=Tax due date, date claim is filed, or date tax is paid: whichever is later.		P	26 CFR 31.6001-1(e)(2)
18.01.27	4.5.005	Fuel & Oil Inventory Tax Refunds		FE	3					P	
18.01.28	4.4.001	General and Subsidiary Ledgers		FE	3					P	
18.01.29	1.1	General Land Office Reports		FE	3					Legal Division & Accounting. P	
18.01.31	3.1.023	Hazardous Duty Records (Past Fiscal Year)		US	4					P	40 TAC 815.106(i)
18.01.33	5.2.016	Inventory Adjustments, Monthly		AC				AC=Month closed; transfer of information into annual listing.		P	
18.01.34	4.5.002	Lease Space Occupied Reports, Year-End		FE	3					O	
18.01.35	3.4.002	Leave Status Reports		FE	3					P	
18.01.37	3.2.002	Merits Given in Past Fiscal Year			4					P	40 TAC 815.106(i)
18.01.38	4.4.001	Operating Revenue		FE	3					O	
18.01.39	4.4.001	Operating Statements, Year-End		FE	3					O	

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18.01.42	4.7.012	Security Files (Lonestar & USAS)		AC	3			AC= US + FE		Keep administratively valuable after expiration of retention period. P	
18.01.43	4.7.007	Statement of Accounts		FE	3					E	
18.01.44	5.2.022	Utility Reports & Records		AV						P	
18.03.01	4.4	Restitution/Supervision Case Records		AC	3			AC=Duration of parole.		P	
18.03.03	4.2.001	Deposit Documents		FE	3					P	
18.03.04	4.5.005	Unclaimed Property Records		AC	10			AC=After close -Date unclaimed property records are submitted to the Comptroller.			
18.04.01	4.5.006	Budget, TDCJ Annual Operating		FE	10					Keep administratively valuable after expiration of retention period. P	
18.04.02	1.1.004	Legislative Appropriation Requests, Finance		AC	6			AC=Sept 1 of odd-numbered calendar years.	A	Copy to TSL. Keep administratively valuable after expiration of retention period. A copy sent to the TSL Publications Clearinghouse fulfills the archival requirement. P	

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18.04.04	1.1.064	Performance Measures Documentation, Agency		FE	3					Keep administratively valuable after expiration of retention period. P	
18.04.05	1.1.068	Performance Measures Reports, Agency		AC	6			AC=Sept 1 of odd-numbered calendar years.		Keep administratively valuable after expiration of retention period. O	
18.04.06	3.3.026	Staffing Reports, Agency (FTE Information)		US	3					Keep administratively valuable after expiration of retention period. P	
18.04.08	1.1.058	TBCJ Special Committee Meeting Agenda & Minutes		PM					A	Copy to TSL. O	
18.05.01	4.7.002	Bank Statements		FE	3					P	
18.05.03	5.1.013	Insurance Policies		AC	7			AC=Expiration or termination of policy according to terms.		P	Government Code, 441.1855
18.05.04	4.1.006	Investment Transaction File		FE	3					P	
18.05.05	4.7.003	Returned Checks		AC	3			AC=After deemed uncollectible or when collection is made.		P	
18.05.06	5.1.001	Surety Bonds		AC	7			AC=When bond expires.		P	

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18.06.01	5.1.001	Contracts and Leases (Contracts & Procurement)		AC	7			AC=Date of contract close-out.		Includes "related" purchase orders. P	
18.06.02	5.3.008	Purchasing Logs, Financial Services (Manual)		FE	3					P	
18.06.03		Purchase Orders (Contracts & Procurement)		AC	7			AC= Expiration or termination of the instrument according to its terms.		To include all related documents. O	
18.08.01	3.2.008	Direct Deposit Authorization Form		US						Form 74-158. E	
18.08.02	3.2.008	Direct Deposit Records		US						USAS 3691. E	
18.08.03	3.2.003	Federal Tax Records (941, W2 Reports)		AC	8			AC=Tax due date, date the claim is filed, or date tax is paid, whichever is later.		RSIN 3.2.005	26 CFR 31.6001-1(e)(2)
18.08.05		Job Allocation File		US						Form 14.08. E	
18.08.06	3.4	Leave Without Pay (Employee - Type 8)		US						PAY601. E	
18.08.07	3.	Longevity/Hazard Duty Records		FE	3					PAYWHO8, PAYWHO9, PAY20D. E	
18.08.08	3.2.004	Merits in Current Fiscal Year		FE	3					PAY5M8. E	26 CFR 516.6(c)

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18.08.09	3.4.001	Manual Time Adjustments		FE	3					E	
18.08.10	3.2.001	Payroll Deduction Records		AC	4			AC=Termination of employee, or amended, expired, terminated, **whichever sooner**.		E	
18.08.11	4.1.004	Payroll Detail		FE	3					PAYDET1. E	
18.08.12	3.2.002	Payroll History		PM						Database maintained by IT Division (History/Time). E	
18.08.13	4.1	Payroll Runs		FE	3					PAYALPH2 (alpha by unit). E	
18.08.14	3.3.022	TWC Reports		AC	3			AC=TWC calendar year.		P	
18.08.15	3.4.006	Time Balance Records			4					PAY724,PMS714-A, PMS719,PMS770. E	
18.08.17	3.3.020	Work Schedules, Spreadsheets		FE	1					Excel Work Schedules by fiscal year (A-Y,01-04,H1-H6,J1-J3,P1-P9, 1A-1Y). E	
18.08.18	3.2.008	PayCard Authorization Forms		US						E	
18.08.19	1.1.072	Public Information Reports to OAG			2					Reports made to the Office of the Attorney General.	
19.01.01	1.1	Bread/Milk Delivery Worksheets		FE	1					P	
19.01.02	1.1	Cook's Worksheet		FE	2					FS-CW. P	
19.01.03	1.1	Diet Log		FE	2					FS-DL. P	

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19.01.06	1.1	Pest Control Inspection Reports		FE	2					P	
19.01.07	5.2.016	Requisition Sheets		AC		3		AC=Transfer of information into annual listing.		FS-6; P	
19.01.08	3.3.030	Safety & Sanitation Training Acknowledgement Form		AC	2			AC=Date offender is no longer assigned to Food Service.		FS-SS; P	
19.01.09	5.2.016	Stock Record Cards, Food Service		FE	3					AD-4. P	
19.01.10	1.1.069	Temperature Log		FE	2					FS-TL. P	
19.01.12	1.1.069	Unit Cleaning Schedule			1					P	
19.01.13		Menu Planning Guide			2					O	
20.01.01		FI-R Database		AC	4			AC=Discharge date of offender.		E	
20.01.02	1.1.069	FI-R Departmental Reports		FE	3					O	
20.01.03		FI-R Program Referrals		AC	4			AC=Discharge date of offender.		O	
20.01.04		Lifeskills Approval		US	3					P	
21.01.02		Execution Documents	The records include a cover letter, a certificate confirming the death warrant has been executed, and the certificate return letter.	AC	30			AC= After death or discharge.		P. Document is filed in the offender file	

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21.01.03	1.1.014	Legal Opinions, General Counsel (Originals)		PM					R	Opinions are permanent until superseded. O	
21.01.04	1.1.048	Litigation Files, General Counsel (See Definition, pg.xiii)		AC	3			AC=No lawsuit filed, dismissal, final decision of court or highest appeal.	R	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		AC				AC = Statute of limitation plus one year.			
21.01.06		Attorney Working Files		AV						O	
21.01.08		Attorney-in-Good Standing Files			1					O	
21.01.09	1.1.048	Subpoena Documents		AC	1			AC= Date of action on the subpoena.			
22.01.01		Employee Exposure Health Records, TDCJ		AC	30			AC=Date the employee will turn 65.		O	28 CFR 1910.1020(d).
22.01.02		Mortality Review Records		AC	10			AC=Date of offender's last discharge.		O	
22.01.03		Offender Correspondence & Related Documents		AC	10			AC=Maximum expiration date of the offender's sentence.		O	

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22.01.04		Offender Medical Screening Documents		AC	10			AC=Maximum expiration date of the offender's sentence.		O	
22.01.05		Offender Medical Transfer Documents		AC	10			AC=Maximum expiration date of the offender's sentence.		O	
22.02.01	1.1	Access to Care Reports, Weekly		PM						O	
22.02.02	5.4.001	Accidents/Disease Reports		CE	5					Electronic Health Records (EHR). O	
22.02.03		Active Medical Records		AC	10			AC=Discharge from system.		O	
22.02.04	1.1	Administrative Reports, Internal/External			3					O	
22.02.05	1.1.069	Administrative Segregation Visits, Certification of			1					O	
22.02.06	1.1.069	Admission Log, Infirmary			3					EHR=Inpatient Admitting Diagnosis Report O	
22.02.07		Ambulance Permits/EMS Licensing		AV						O	
22.02.08	1.1.069	Appointment Logs (MD, Physician, Nurse)			2					EHR=SCR Forms. O	

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22.02.09	1.1.013	Appointments/Cancellations/Missed Clinic	Offender missed or cancelled medical appointments.		3					EHR=Missed Clinic Report. Includes add-ons. See 01.04.01 for Executive Administration calendar and appointment books. O	
22.02.10	1.1	Assessment Reports, Health Services Monthly			3					O	
22.02.11	5.2.005	Audio Booth Calibration Reports			10					O	
22.02.12	1.1.069	Audiology Clinic Status Reports & Register			3					O	
22.02.13	1.1	Audit Files, Health Services Monthly		AC	7			AC=Publication of final audit.		O	
22.02.14	1.1	Audits, Nursing Chart		AC	7			AC=Publication of final audit.		O	
22.02.15	1.1	Audits, Pharmacy		AC	7			AC=Publication or release of final audit.		O	
22.02.16	1.1	Audits, Pharmacy Service Unit		AC	7			AC=Publication or release of final audit.		O	
22.02.17	1.1	Audits, QIQM		AC	7			AC=Publication or release of final audit.		O	
22.02.19	1.1.002	Audits, State		AC	7			AC=Publication of final audit.		O	

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22.02.20	1.1.069	Baby Files, TDCJ	The births are at the hospital closest to the mother's facility or Hospital Galveston. Therefore, the records are held at the hospitals. TDCJ is not had any baby files for years and is requesting to delete the record series.		11					Do not use. Record will be deleted after 12/31/2030 O	
22.02.21	5.4.003	Building Maintenance Records (Repairs/Inspections)		AC	3			AC= Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		Do no use. Records will be deleted after 12/31/2020. O	
22.02.22	1.1	Case Report of Opportunistic Infections		US						O	
22.02.23	1.1	Census Reports, Daily Inmate Activity				1				EHR=Encounter Summary Report. O	
22.02.24	1.1	Certification/Accreditation Results, Department		US						O	
22.02.25	1.1.069	Chart Review Log, Annual		FE	1					EHR=Co-Signature Report. O	
22.02.26	1.1.069	Chronic Clinic/Database Log			1					EHR=Chronic Care Report. O	
22.02.27	1.1.069	CID/Related Information Log			1					EHR=Nursing Orders & Treatment Reminder Report. O	

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22.02.28	5.4	Codes/Drills (Fire & Disaster)			2					O	
22.02.29		College of Amer Pathology/Inspect & Prof Testing		US						O	
22.02.30	1.1.063	Committee Minutes & Rec.			3					O	
22.02.31	1.1.069	Communicable Disease Reports			3					O	
22.02.32	2.2.001	Computer Down Time Log			2					O	
22.02.33		Consults Received/Outside Reports			2					EHR=Specialty Clinic Reports. O	
22.02.34		Contaminated Waste Pick-Up Log			3					Per Texas Natural Resource Conservation Commission. O	
22.02.35	5.1.001	Contracts for Expendable Supplies		AC	7			AC=Expiration or termination of instrument according to terms.		O	Government Code, 441.1855
22.02.36	5.1.001	Contracts (Hospital/Intern)		AC	7			AC=Expiration or termination of instrument according to terms.		O	Government Code, 441.1855
22.02.37	1.1.069	Narcotic Inventory			5					O	
22.02.38	1.1.069	Crash Cart Log			2					O	

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22.02.39	3.	Credentials		US						O	
22.02.40	4.7	Offender Refund File		AV						O	
22.02.41	1.1	Critical Drug List				3				O	
22.02.42	1.1	Critical Drug/INH Taken Log				6				EHR=Controlled Medications. O	
22.02.43	5.2.020	Crutch/Cane Log		FE	1					EHR=Miscellaneous Property Pass Report. O	
22.02.44	1.1	D.T. Injection Log, Nursing AV		AV						EHR=Nursing Orders & Treatment Reminder Report. O	
22.02.45	1.1	Death Packet - Medical Notifications, Inmate			2					O	
22.02.46	1.1	Death Row Screening Data		AV						O	
22.02.47	1.1	Death Summaries from UTMB			3					Part of EHR in offender Medical Records. O	
22.02.48	1.1	Death/Autopsies Files			5					Health Services Professional Standards. O	
22.02.49	1.1.069	Dental Medication Log			2					EHR=Medication Orders By Med Name. O	
22.02.50	1.1.069	Dental Procedure Reports, Monthly			3					HO-17 O	
22.02.51	1.1.069	Dental Prosthetic Log			3					O	
22.02.52	1.1.069	Diagnostic Audios Completed			1					O	

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22.02.53	1.1.069	Diet Log			2					O	
22.02.55	1.1.069	Discharge Summary, Daily			2					EHR=Inpatient Discharge Report. Offender Records, Unit. O	
22.02.56	1.1.069	Dismissal Records			1					O	
22.02.57	1.1.069	Sharp Instrument Log			2					O	
22.02.58	1.1.069	Dosimetry Exposure Reports		PM						O	
22.02.59	1.1	Electroencephalogram (EEG) Log Book				6				O	
22.02.60	1.1.069	Emergency Room Log		US	1					HS-5. O	
22.02.61	1.1.069	Employee Activity Reports, Workload/Production			1					EHR=Encounter Summary Report. O	
22.02.63	1.1.063	EMS Ambulance Minutes/Plans			1					O	
22.02.64	4.7.012	EMS Credit Card Assignment		AC	3			AC= US+FE		O	
22.02.65	1.1.069	EMS Dispatch Log			1					O	
22.02.66	1.1.069	EMS Run Sheets			1					O	
22.02.67	5.1.001	Equipment Leases, Health Services		AC	7			AC=Termination of lease.		O	
22.02.68	5.2.008	Equipment Repair Information, Leased		LA	3					O	

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22.02.69	5.2.008	Equipment Service Log		LA	3					O	
22.02.70	1.1.069	Eyeglass Repair Log			1					O	
22.02.71	1.1.069	Eyeglasses Issued and Prescription			3					O	
22.02.72	1.1.069	Eyeglasses Log			4					O	
22.02.73	3.2	Eyeglasses Orders Placed/Received Log		AC	1			AC=After glasses received.		O	
22.02.74	5.2.014	First Aid Box Inventory		FE	3					O	
22.02.75	1.1.069	First Aid Kit/Spill Kit Log			3					O	
22.02.76	1.1.069	Flow Sheet, Daily			1					EHR=Nursing Orders & Treatment Reminder Report. O	
22.02.77	1.1	Food Services Sanitation Reports			2					O	
22.02.78	1.1.069	Footwear Log			4					EHR=Miscellaneous Property Pass Report. O	
22.02.79	1.1.069	Forced Medication File Log			1					O	
22.02.80		Formulary Changes		US						O	
22.02.81	4.3.002	Freeworld Billing (Post/Bill/Rep)		FE	3					O	
22.02.82	1.1	Galveston Medical Supplies		US						O	
22.02.83	1.1	Haldol & Prolixin Log				1				O	

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22.02.84	1.1	Health Services Staff Pattern Reports			10						
22.02.85	3.	Hepatitis B Immunization		US	30					Employee/Inmate Record. O	
22.02.87	3.	Hepatitis Immunization Reminder, Employee		US	30					O	
22.02.88	1.1	Infection Control Series		US	3					EHR=Nursing Orders & Treatment Reminder Report. O	
22.02.89	1.1.069	Inmate Transfer Files		PM						O	
22.02.90	5.2.020	Instrument Count			2					O	
22.02.91	3.3	Laboratory Inservice and Training			2					Personnel Offices-Clinical Education Dept.. O	
22.02.92	1.1.069	Laboratory Register			2					HO-160. O	
22.02.93	1.1.069	Laboratory Results			2					O	
22.02.94	1.1.069	Laboratory Worklogs			2					O	
22.02.95	5.1.001	Leases & Rental Property Files		AC	7			AC=Expiration or termination of lease/rental agreement.		O	
22.02.96		Letter of Agreement		US						O	
22.02.97	1.1.063	Liaison Office Staff Meeting Minutes			3					O	
22.02.98	1.1	Life Pack/Emergency Room List				1				O	

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22.03.01	1.1.069	MD Referral Log			1					EHR=Specialty Clinic Report. O	
22.03.02	1.1.069	Med Activity Reports, Monthly			6					O	
22.03.03	1.1.069	Med Check-Crash Cart, Monthly			2					O	
22.03.04	1.1.069	Medical Autonomy Incident Reports			3					O	
22.03.05	1.1.069	Medical Bed Census			8					O	
22.03.06	5.2.019	Medical Equipment Repairs/Service Calls Log		LA	3					O	
22.03.07	1.1	Medical Lay-Ins				4				O	
22.03.08	1.1.069	Medical Record PT Care Log			2					O	
22.03.09	1.1.069	Medical Record PT Maintenance Log			2					O	
22.03.10	1.1.069	Medical Records Request (Approved/Denied)			4					EHR=Offender Record Reviews/Release of Off. Info. O	
22.03.11		Medical Records, Inactive			10					O	
22.03.12		Medical Reprieve			3					O	
22.03.13	1.1.069	Medical Restraint Log			2					O	

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22.03.14	5.2.020	Medical Supplies Ordered			3					O	
22.03.15	5.2.020	Medical Supply Warehouse Manifest			3					O	
22.03.16	5.6	Medical Transportation		US	1					O	
22.03.17	5.2.016	Medical Warehouse Monthly Inventory			3					UM 230-1. O	
22.03.18	1.1.069	Medical/Psych Transfer File, Inmate		AV						O	
22.03.19	1.1.069	Medication Error Reports			2					Pharmacy & Therapeutic Committee. O	
22.03.20	5.2.014	Medication Refrigerator Inventory		FE	3					O	
22.03.21	1.1.069	Developmental Disabilities Program (DDP) Disciplinary Behavioral Reports			2					O	
22.03.22	1.1.069	DDP Evaluation Variable Guide & Report			1					O	
22.03.23	1.1.069	DPP Peer Review			1					O	
22.03.24	1.1.002	ACA Accreditation		AC	7			AC=End of accreditation.		O	
22.03.25	1.1.069	Needle/Syringe/Sharps Log			2					O	

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22.03.26		Non-Formulary Drug Orders			5					O	
22.03.27	1.1.008	Notification of Offender Arriving by Special Transit			2					O	
22.03.28	3.3.020	Nurses Daily Assignment Sheet			3					O	
22.03.29	1.1.069	Nursing Care Coordination Sheets			1					UTMB. O	
22.03.30	1.1.069	Nursing Formula		US	1					O	
22.03.31	1.1.069	Nursing Sick Call Log			2					O	
22.03.32	1.1.069	Nursing Treatment Log		FE	1					O	
22.03.33	1.1	Nutrition & Environmental Inspections			2					Warden's Office, Food Service, Chief Dietitian. O	
22.03.34	1.1	Nutrition Education Reports			3					O	
22.03.35	3.3.030	Nutrition Training Series		US	2					O	
22.03.37	5.4	Occupational Exposures, Physician Bills for		US	30					O	
22.03.38	5.2	Operating Room Temperature Log			2					O	

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22.03.39	1.1	Operational Reviews			5					O	
22.03.40	1.1.069	Out-of-Cell Log			2					O	
22.03.41	1.1.069	Outpatient Walk-In Log			2					O	
22.03.42	4.3	Oxygen File (Contractor/Receipts)		US						O	
22.03.43	1.1.069	Patients Expected/TDCJ Hospital List, Daily			3					O	
22.03.44	3.1.020	Personnel Investigation		AC	5			AC=Employee's separation date.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by item number 3.1.021. O	
22.03.45	1.1.069	Physical Therapy Register			3					EHR=Encounter Summary Report. O	
22.03.46	1.1.069	Assistive Disability Services (ADS) Clinic			3					EHR=Encounter Summary Report. O	

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22.03.47	1.1.069	ADS Inmate Files			5					O	
22.03.48	3.3.020	Physician's On-Call Schedule			1					O	
22.03.49	1.1.069	Pre-Parole Facility Intakes			1					O	
22.03.50	1.1.069	Pre-Parole Screening			1					O	
22.03.51	1.1.069	Product/Activity Reports, Monthly			6					EHR=Encounter Summary Report. O	
22.03.52	5.1.001	Professional Firms (Papers/Contracts/Postings)		AC	7			AC=Expiration or termination of instrument according to terms.		O	
22.03.53	4.2.005	Professional Services (Providers/Invoices)		FE	3					O	
22.03.54	1.1.002	Professional Standard Files/Div Director Level		AC	7			AC=Publication or release of final audit findings.		O	
22.03.55	1.1.002	Professional Standard Files/Patient Liaison		AC	7			AC=Publication or release of final audit findings.		O	
22.03.56	5.2.009	Property Mgmt. Files(Inventory,Trans,Del,Rep,Serv)		FE	3					Transfer, Delete, Repair, Service. O	
22.03.57	1.1.069	Psychiatric Caseload Reports		US	1					O	
22.03.58	1.1	Psychiatric Center Reports				1				O	

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22.03.59	1.1.069	Psychiatric Observation List		AC	1			AC=Discharge from system.		O	
22.03.60	1.1.069	Psychiatric Outpatient Caseload		US	1					O	
22.03.61	1.1.069	Psychiatric Services Chart Eval & Trtmt Review Log			6					O	
22.03.62	1.1.069	Psychiatric Services Evaluation & Treatment List			3					O	
22.03.63	5.3.008	Purchase Orders/Invoices/Requisitions, Health Serv			5					O	
22.03.67	1.1.008	Reassignment Requests (Medical)		PM						O	
22.03.68	1.1.069	Recovery Room Log			7					O	
22.03.69	1.1.069	Reference Laboratory Requests			2					EHR=Laboratory Reports. O	
22.03.70	1.1.069	Reg Psych Nurses Admin Reports, Monthly			1					O	
22.03.71	5.2.008	Registration of Radiation Machines		LA	3					O	

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22.03.72	1.1.069	SAFPF Discharge List		PM						O	
22.03.73	1.1.069	Scheduling, Monthly			1					Nursing Orders Treatment Reminder Report. O	
22.03.74	1.1.069	Serious and Critical List			3					O	
22.03.75	1.1.069	Sick Call Register			2					HO-166. O	
22.03.76	1.1.069	Sign Out Sheets for Injectables with Needles			2					O	
22.03.77	1.1	Special Needs Offender Study			5					O	
22.03.78		State Vehicle Accident Reports		AV						RSIN 5.2.007 or 5.4.001	
22.03.79	1.1.069	Sterilized Instrument Log			2					EHR= Monthly Tracking for ACA. O	
22.03.80	1.1.069	Steward Dept/Barber Shop Reports			6					EHR=Nursing Treatment & Reminder Report. O	
22.03.81	1.1.069	Stock Medication Log			5					O	
22.03.84	1.1	Suicide Action Investigation			3					Psychiatric Services. O	
22.03.85	5.2.020	Surgical Instruments Logs, Daily/Monthly			2					EHR=Monthly Tracking For ACA. O	
22.03.86	3.	TB Inmate/Employee Contact		PM						O	

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22.03.87		TB Parolees Care Plans			1					Parole Office. O	
22.03.89	3.1.013	TCOOMMI Contract Staff		AC	7			AC=Expiration or termination of the contract according to its terms.		O	
22.03.90	5.1	Terminated Contract Service Providers Files			6					O	
22.03.91	5.2.020	Tomac Record-Time/Temp Sterilizer Graph		FE	1					O	
22.03.92	3.3	Training & Continuing Education Records		AC	3			AC=Date of training.		O, RSIN 1.1.043, 3.1.027	
22.03.95	1.1.063	Unit Staff (Activities & Meeting Minutes)			4					O	
22.03.96	1.1.069	Unit Stock Medication Records			2					Regional Pharmacy. O	
22.03.97	1.1.069	Unit Treatment Area Reports			2					Regional Pharmacy & Warehouse. O	
22.03.98	5.3.007	Vendor Information		AC	7			AC=Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		O	
22.03.99	1.1.069	Venereal/Infectious Disease Report Form		AC	1			AC=End of treatment.		O	

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22.04.01	1.1.069	Visually Impaired Documents			3					O	
22.04.02	1.1.069	Wheelchair Clinic			1					EHR=Encounter Summary Report. O	
22.04.03	1.1.069	Wheelchair Repair List			1					EHR=Encounter Summary Report. O	
22.04.04	1.1.069	Wing Drugs Log			2					O	
22.04.05	1.1	Work Project Files			2					O	
22.04.07	1.1.069	X-Ray Register			3					HO162. O	
22.04.08		Disease Reports sent to TDSHS		CE	5					O	
22.04.09		Access To Care-Monthly			3					O	
22.04.10		Jump Bag Inventory			2					O	
22.04.11		AED Daily Check List			2					O	
22.04.12		Sterilization Log			2					O	
22.04.13		A-Test Log			2					O	
22.04.14		Dermabond Log			2					O	
22.04.15		Emergency Room Checklist			2					O	
22.04.16		Glucometer Log			2					O	
22.04.17		Nursing Monthly Schedule			3					O	

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22.04.18		Registered Nurse On-Call Schedule			1					O	
22.04.19		Sentinel Event/Adverse Drug Reaction		US						O	
22.04.20		Electronic Medical Records (EHR)		AC	10			AC=Release of Offender.		SEE INDEX FOR SPECIFIC RECORDS O	
22.04.23		Sick call requests		AC		1		AC=After paper has been scanned.		O	
23.01.01	3.3.026	Staffing Reports, Agency		US	5					P	
23.02.01	3.3.010	Labor Statistics Reports (Electronic or Paper)		AC	20			AC=End of report month.		O	
23.02.02	3.1.022	Merit Salary Documentation		FE	10					P	
23.02.03	1.1.070	Personnel Rules, Policies & Proc (Originals)		AC	20			AC=Effective date of policy.		O	
23.02.04	1.1.071	Personnel Rules, Policies & Proc (Working Files)		AC	20			AC=Effective date of policy.		O	
23.02.05	3.1.022	Reductions in Force		AC	15			AC=Ending date of Reduction in Force.		P	
23.02.06		Leave Notification Log		AC	5			AC=Latest date on log.		P	

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23.02.07		EEO Case Management Systems		AC	20			AC= Date of report.		Do not use. Number will be deleted 12/31/2033.	
23.03.01	3.3	Benefits Processing Records		AC	5			AC=Employee's separation date.		Except deferred comp and retirement; O	
23.03.02		Communications Project Files		AC	2			AC=Project completion.		O	
23.03.03	3.2.009	Deferred Compensation Processing Records		AC	5			AC=All accounts with vendor for the individual participant are closed.		O	
23.03.04		Employee Records Project Files		AC	2			AC=Project completion.		O	
23.03.05	3.3	Insurance Processing Records		FE	4					O	
23.03.06	3.4.007	Leaves Processing Records		FE	3					PERS301, PERS594, PERS302, PERS592, PERS499, PERS487 O	
23.03.07		Management Statistical & Exception Reports		FE	2					O	
23.03.08	3.1.024	Master Medical File		AC	5			AC=Employee's separation date.		O=Electronic or microfilm	
23.03.09	3.3	Master Personnel File		AC	20			AC=Employee's separation date.		O=Electronic or microfilm, RSIN 3.1.002, 3.1.029, 3.1.030	
23.03.10		Military Differential Pay Files		AC	5			AC=Date when form is received in HR.		O	

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23.03.11	3.1.019	Performance Evaluations		FE	20					Actual performance evaluation is part of Master Personnel File. PERS 11 O	
23.03.12	3.3.011	Permanent Employee Information		AC	75			AC=Employee's separation date.		Name SS#, Employ Dates, Address,. O	
23.03.13	3.3	Retirement Processing Records		FE	2					O	
23.03.14		Service Awards Processing Records		FE	2					O	
23.03.15	3.3	Survivor Benefits Processing Records		AC	5			AC=Date file closed.		O	
23.03.16		Workers Compensation Processing Records		AC	5			AC=Date of last activity on the claim.		O	
23.03.17		Administrative Separation File		FE	5					O	
23.03.18	3.1.037	Employee Recognition Records		AC	5			AC=Termination of employment.		O	
23.04.01		Administrative Reassignments		AC	5			AC=Effective date of reassignment.		O	
23.04.02		Applicant Flow Data		AC	5			AC=Posting date of position.		EEO data from application; E	
23.04.03		College/Regular CorrOff Applic Pre-Employ Question		AC	5			AC=Date of academy.		P	

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23.04.04		Contract Employee Clearances		AC	10			AC=Final disposition of hiring applicant. N		Not to include criminal history check. O	
23.04.05		Corr Officer Applicant Conditional Offer of Employ		AC	5			AC=Date of academy.		P	
23.04.06	3.1.001	Correctional Applications for Employment-Not Hired		AC	5			AC=Date of application.		P	29 CFR 1602.31
23.04.07	3.1.026	Criminal History Checks-Applicants		AC	5			AC=Date of criminal check.		For correctional, non-correctional applicants. O	
23.04.08	3.1.022	Employee Transfer Request Roster		AC	5			AC=Date of report.		O	29 CFR 1602.31
23.04.09	5.4	ID Card Requests		AC	5			AC=Date processed.		PERS-260; O	
23.04.10	3.1.014	Selection Records		AC	5			AC=Posting date of position.		O	29 CFR 1602.31
23.04.12		Criminal History Checks-Semi-Annual Empl. Review		AC	1			AC= Date of report.		O	
23.04.13		Applicant Notice of Ineligibility		AC		3		AC=Date of notification.		P	
23.04.14		Contract ID Report		AC	5			AC=Date report is printed.		O	
23.05.01	3.3.031	External Mediation Packet Assembled Prior 08/31/03		AC	10			AC=Date of corresponding external EEO case closure.		O	

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23.05.02	3.3.031	Intake Records except griev, twc/ra/ada, disp res, eap, eeo		AC	5			AC=Date of contact.		Grievance, TX Workforce Commission, religious accommodation, Americans Disabilities Act, dispute resolution, Employee Assistance Program, Equal Employment Opportunities. O	
23.05.03	3.3.031	Intake Log, Manual		AC	5			AC=Date of contact.		P	
23.05.04	3.3.031	Investigative File, EEO, Ext & Int (includes unit file)		AC	10			AC=Date of closure.		O	
23.06.01		Project Documentation		AC	1			AC=Retirement of system.		O	
23.06.02		Requests for Service		FE	3					P	
23.07.01	1.1.056	ADA Documentation		FE	10					O	28 CFR 35.105©
23.07.02	3.1.014	Commercial Drivers' License Drug/Alcohol Record Preemploy/Random/Reasonable Suspicion/Physicals Test		FE	5					O	29 CFR 1602.31
23.07.03		Disciplinary Summary Monthly Reports Hard Copies		AC	5			AC=Date of the report.		P	

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23.07.04		Dispute Resolution		AC	5			AC=Date of session.		Actual performance eval a part of master personnel file. O	
23.07.05	3.1	Drug/Alcohol Record Preemploy/Random/Reasonable Suspicion Positive/Refusal Results		AC	5			AC= Date of result.		O	
23.07.06	3.1.021	Employee Disciplinary Records		AC	10			AC= After termination.		Keep administratively valuable after expiration of retention period. O	
23.07.07	3.1.018	Employee Grievance Documentation		AC	5			AC=Final decision on the grievance.		CAUTION: Does not include formal complaint filed with EEO. If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. O	
23.07.08		Employee Grievance Monthly Summary Reports		AC	5			AC=Date processed.		O	

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23.07.09	3.1	Independent Dismissal Mediation Files		FE	5					O	
23.07.11		Religious Accommodation Files		FE	10					O	
23.07.13	3.2.007	Unemployment Compensation Records		FE	5					O	
23.07.14		Rehire Review Required Form & Attachments		FE	20			AC=Separation date.		O Includes unit discip. & sup. files & invest w/no discip action.	
23.07.15	3.1.014	Drug/Alcohol Record Preemploy/Random/Reasonable Suspicion Negative Results		FE	5						
23.08.01	3.3.001	Recruitment/Retention Plans		AC	5			AC=Date of report.		P	
23.08.02		Executive Director's Recruiting Awards		FE	5					O	
23.08.03	3.3.028	Pre-Employment Test Answer Sheets (Scantron)		AC	5			AC = Date of test.		O	29 CFR 1602.31
23.08.05		Recruiting Trip Reports		AC	5			AC=Date of trip.		O	
23.08.06	3.1.012	Recruiting Event Advertisements		AC	5			AC=Date of event.		O	29 CFR 1602.31

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23.08.07		Recruiter Daily Activity Reports		AC	5			AC=Date of screening.		O	
23.08.08		Job Fair Reports		AC	5			AC=Date of Job Fair.		O	
23.08.09		CORE Database		AC	20			AC=Final Disposition of hiring the selected applicant.		E	
23.09.01	3.1.027	Class Rosters/Class Folders		AC	5			AC=Completion of class.		O	
23.09.02	1.1.043	Training Curriculum		US	5					O	
23.10.01	3.1.023	Position/Job Descriptions		AC	5			AC= Inactivation of job description.		P	40 TAC 815.106(i)
23.10.02	3.3.015	Record - Positions/Job Class Background		US	10					O	
23.10.03		Position Classification Review Recommendations		AC	15			AC=Date review is complete.		P	
23.10.04		Vacancy List Database		AC	5			AC=Date position is posted.		E	
23.10.05		Request to Fill E-Forms (positions not posted)		AC	5			AC=Date request is received.		O	
23.10.06	3.1.006	Substance Abuse Treatment Counseling Program		AC	5			AC=Termination of counseling.			
23.11.01		Employment Verifications		AC	2			AC=Employee signature date.		O	

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23.11.02		Clearance for Agency Applicants		AC	5			AC=Final disposition on hiring the applicant.		O	
23.12.01		Administrative Reassignments (Unit/Dept)		AC	5			AC= Date of reassignment.		P	
23.12.02	3.1.013	Consultant/Contract Empl Confidentiality Agreement		AC	7			AC=Date consultant/contract employee no longer works with TDCJ.		P	
23.12.03	3.3	Employee Listings		US	5					O	
23.12.04	3.1	Employee Notification of TDCJ Offender Relative		AC	20			AC=Employee's separation date.		Includes current inmates & parolees; P	
23.12.05	3.1.020	Supervisory File		AC	5			AC= Employee no longer under supervision.		PERS 401 P	
23.12.06	3.1.014	Employee Selection Record (Lat/Adm Reassignment)			5					P	29 CFR 1602.31
23.12.07		Employee Shift Change Requests		AC	5			AC=Date of transfer or date request is withdrawn or superseded.		O	
23.12.08	3.1.022	Employee Transfer Request or Cancellation		AC	5			AC=Date of transfer or request is withdrawn/superseded.		P	Citation 29 CFR 1602.31

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23.12.10		Exit Survey Unique ID		FE	1					P	
23.12.11		Personnel File (Unit/Dept)		AC	5			AC=Employee's separation date.		Includes unit, medical, grievance, EEO & discip P	
23.12.12	3.4.006	Time Cards & Time Sheets		AC	5			AC=After info is keyed into database.		Paper doc retained only 1yr; RSIN 3.4.004, O	
23.12.13	3.3	Unit Training Rosters		AC	5			AC=Date training is completed.		O	
23.12.14	3.3.020	Work Schedules and Assignments, Human Resources		AC	5			AC = Starting date.		O	
23.12.15		Criminal History Files		FE	20					O	
23.12.16		Employee Court Doc. Relating to Charges		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= 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					P	
23.12.19		Grievance Notification Log		CE	5					P	
23.12.20		Intake Command Referrals (Psychological)		AC	5			AC= Date of contact.		O	

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23.12.21		Disciplinary Summary Monthly Reports Electronic		AC	20			AC= Date of report.		E	
24.01.01	5.5.001	Billing Detail - Telecommunic (Other than TEX-AN)		FE	3					Texas Agency Network. P	
24.01.02	5.5.006	Billing Detail - Telecommunic (TEX-AN)		FE	3					Texas Agency Network. P	
24.01.03		Cellular/Pager User Records		US						E	
24.01.04		Communication Cable Installation/Location Records		AV						P	
24.01.05	5.5.007	Disputed Call Documentation		FE	3					P	
24.01.06		Radio Frequency Licenses		AC				AC=License renewed or expired.		P	
24.02.01	2.1.001	Processing Files, Data Services	Definition is on page xiv of the TDCJ Records Retention Schedule.	AC				AC=Completion of 3rd update cycle except as noted (See definition).		E	
24.02.02	2.1.002	Master Files, Data Services	Definition is on page xiii of the TDCJ Records Retention Schedule.	AC				AC=Completion of 3rd update cycle except as noted (See definition).		E	

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24.02.03	2.1.007	Software Programs, Data Services		AC				AC=Records are transferred to new environ or no longer require software.		O	13 TAC 6.94
24.02.04	2.1.008	Hardware Documentation, Data Services		AC				AC=Records are transferred to new environ or no longer require hardware.		O	13 TAC 6.94
24.02.05	2.1.009	Technical Documentation, Data Services		AC				AC=Records are transferred to new environ or no longer retained.		O	13 TAC 6.94
24.02.06	2.1.010	Audit Trail Records		AC				AC=All audit requirements have been met.		O	
24.02.07	2.1.011	Finding Aids, Indexes & Tracking Systems-Data Serv		AC				AC=The related hard copy or electronic records are destroyed.		E	
24.02.08	2.2.001	System Monitoring Records		AV						E	
24.02.10	2.2.004	Computer Job Schedules & Reports				3				E	
24.02.11	2.2.011	Batch Data Entry Control Records		AC				AC=When reconciliation is confirmed.		P	
24.02.12	2.2.012	Output Records for Computer Production		AV						O	

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24.02.13	2.2.013	Quality Assurance Records, Data Services		AC				AC=After verifying/evaluating data for accuracy.		O	
24.02.14	2.1	Data Services Requests (RQ-00)		AC	1			AC=Date request is filled.		O	
24.03.01		Project Files		AC	7			AC=Date project is closed (should correspond with when RQ00 closed).		O	
24.03.02		E-Discovery Request		AC	3			AC=No lawsuit filed, dismissal, final decision of court or highest appeal.		O	
25.01.01	5.1	Indigent Inmate and Administrative Postage Reports		FE	3					P	
25.01.02		Electronic Imaging Money Orders, Deposit and Withdrawls		FE	3					Keep administratively valuable after expiration of retention period.	
25.01.03		Court Order to Withdraw Funds, State Criminal, State Civil, Federal Civil, and State and Federal Civil Appeals		FE	3					Keep administratively valuable after expiration of retention period.	

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26.01.03	1.1	InnerChange Freedom Initiative/Transitional Ministry Participation		AV						O	
26.01.04	1.1.065	IFI Program Statistics & Related Reports		AV						O	
26.01.05	1.1	IFI Selection Database		AV						E	
26.01.06	1.1	InnerChange Freedom Initiative/Transitional Ministry Participation Selection Forms		AV						E	
26.01.08	1.1	Offender Requests for IFI Eligibility		CE	3					P	
26.01.11	1.1	Capital Improvements by Donor Group Records		AC	1			AC= After completion.			
26.01.12	3.1	Southwestern Baptist Theological Seminary (SWBTS) at Darrington		AC	1			AC= After completion.			
26.01.13	1.1.063	Field Minister Files		AC	1			AC= After death or discharge.			
27.01.01		Administrative Investigation Case Evidence		AC	7			AC=Date of final review.		Various physical evidence & paper. O	

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27.01.02		Sustained Administrative Investigation Case Files		AC	20			AC=Date of final review.		Paper, microfilm, scanned. O	
27.01.03		Applicant Background Investigations		AC	7			AC=Completion of investigation.		P	
27.01.04		Criminal Investigation Case Evidence		AC				AC=Dismissal, final disposition of court, highest appeal+180 days.		O	
27.01.05		Criminal Investigation Case Files		PM						O/Microfilm	
27.01.06		DNA Evidence		PM						Various physical evidence. O	
27.01.07		Polygraph Reports & Videotapes (Originals)		AC	2			AC=Date of examination		O/Videotape	
27.01.08	3.1.027	TCOLE Training Records		AC	5			AC=Employee's separation date.		O	
27.01.10		Prison Litigation Reform Act of 1985		AV						O	
27.01.12		Not Sustained Administrative Investigation Case		AC	7			AC=Close of case.		Paper, microfilm, scanned. O	
27.01.13		Administrative Cases Closures		AC	7			AC=Close of case.		Paper, microfilm, scanned. O	

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27.01.14	1.1.021	Office of Inspector General Public Information Requests - Exempted		AC	5			AC=Date of notification that records are exempt.			
27.01.15	1.1.020	Office of Inspector General Public Information Requests - Non-Exempted		AC	3			AC=Date request fulfilled.			
27.01.16	1.1.020	Office of Inspector General Public Information Requests Death Row Offender		AC	1			AC=Date request fulfilled.			
28.01.01	1.1.002	Audits, Final Reports by Internal Audit		PM						O	
28.01.02	1.1.002	Audits, Working Papers of Internal Audit		AC	7			AC=Publication of final audit.		O	
28.01.03		Quality Assurance Report		PM						O	
28.01.04		Self Study		AC	3			AC=Release date of audit.		O	
28.01.05		Internal Audit Status Report		US	3					O	
28.01.06		Internal Audit Manual		US	3					O	
28.01.07		Audit Timekeeping System-Spreadsheets		AC	3			AC=After reconciliation.		O	

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29.01.01	1.1	Inmate Cases			10					P	
29.01.02		Contracts/Correspondence		AC	1			AC=After close of contract.		O	
30.01.01	5.2.025	Expansion Project (New Units, Work Camps)		AC	2			AC=Completion of expansion.		P	
30.01.02	1.1.008	Laundry Forms			2					P	
30.01.03	1.1.069	Necessities Inventory Reports, Monthly			1					P	
30.01.04		Necessity Baselines		FE	3					O	
31.01.01	1.1.027	Proposed Legislation		AV						P	
31.01.02	1.1.027	TDCJ Response to Legislation Passed		AV						Compilation of implementation plans submitted by divisions/departments. P	
32.01.01		Appealed Decisions		FE	3					P	
32.01.02		Appealed Publication/Book Lists		PM						O	
32.01.03	1.1.063	DRC Meeting Minutes/Membership/Vote Logs		FE	3					P	
32.02.01	1.1.002	Audits, Unit Mailroom (MSCP)		AC	7			AC=Final disposition/court order in Guajardo litigation.		P	

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32.02.03		Reviewed Publications Lists		PM						O	
32.02.04	1.1.069	Verifications/Problem Logs		FE	3					P	
32.03.01	1.1	Audit Reports, Unit Mailroom Monthly				6				P	
32.03.05		Mail Logs		CE	5					P	
32.03.08		Offender Mail Files		FE	3					P	
32.03.09		Publication Decisions of DRC and MSCP		FE	1					P	
32.03.12		Negative Mail List Requests		CE	3						
33.01.01		Video Tapes - Field		AV						O=Videotape	
33.01.02		Video Tapes- TDCJ Programs (Master)		PM						O=Videotape	
33.01.03		Media Release		AV						O=Videotape	
33.01.04		Video Production Files		PM					R	P	
33.01.05		Release & Authorization to Use Images & Sound Recordings		PM						P	
34.01.01	1.1.069	Disciplinary Activity Reports, Monthly		AC	5			AC=After distribution.		P	

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34.01.02	1.1	Special Projects & Reports		AV						P	
34.02.01		Disciplinary Case - Guilty (in Unit Offender File)		AC				AC=Release of offender.		See management plan. P	
34.02.02	1.1	Disciplinary Case, Dismissed w/Hearing			2					P	
34.02.03	1.1	Disciplinary Case, Informally Resolved				6				P	
34.02.04	1.1	Disciplinary Case, Not Guilty			2					P	
34.02.05	1.1	Disciplinary Case, Unprosecuted			1					P	
34.02.06		Disciplinary Hearing Tapes, Offender		AC	2			AC=Date of hearing, tape kept longer if lawsuit filed.		Audiotape. O	
34.02.07	1.1.069	Disciplinary Monthly Reports & Logs			2					P	
34.02.08	1.1.069	Disciplinary System Mgmt. Screen Prints/Reports			2					P	
35.01.01	1.1	Office of Justice Programs Reports		AV						P	
35.01.02	1.1	Population & Budget Projections		FE	3					P	

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35.01.03	1.1	State Jail Substance Abuse Treatment Reports			3					P	
35.01.04	1.1	Statistical Information		AV						O	
36.01.01		Offender Grievance Case Tracking System		AC	3			AC=Completion of grievance.		GR00; O	
36.01.02		Offender Grievance Investigations		AC	3			AC=Completion of investigation.		O	
36.01.03		Offender Grievance Records - Step 1		AC	3			AC=Completion of grievance.		I-127; O	
36.01.04		Offender Grievance Records - Step 2		AC	3			AC=Completion of grievance.		I-128; O	
37.01.01	5.6	Driver's Vehicle Inspection Report		FE	4					TN-28. O	
37.01.02	5.6.004	License & Driving Record Checks		AC				AC= Until superseded or termination of employment.		O	
37.01.03	5.6.005	Mileage Reports, Offender Transportation		FE	3					O	
37.01.04	5.6.003	Vehicle Inspection, Repair & Maintenance Logs		LA	1					O	

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37.01.05		Vehicle Downtime Reports		FE	1						
37.01.06		Off-site Medical Tracking Reports, Tracking			1					Bus tracking, Offender Deaths @Hospitals, 10am report	
37.01.07		Audit Reports			1					Quarterly reviews at each HUB	
37.01.08		Weapons Log			1					Daily Supervisory Armory Count, Monthly Armory Report	
37.01.09		Supply Records		FE	1					Fuel tank, Def Records, Chemical Daily and monthly logs	
38.01.02		Ombudsman Case Tracking System		AC	3			AC=Completion of request.		O	
38.01.03		Ombudsman Program Meeting Summaries		AC	3			AC=Completion of meeting.		P	
38.01.04		Ombudsman Requests		AC	3			AC=Final disposition of request.		P	
38.01.05		Sexual Assault Supplemental Report (SASR)		CE	10					SASR Reports P	
38.01.06	1.1.069	PREA Report, Monthly Activity		CE	2					Any monthly report. P	
38.01.07	1.1.066	PREA Report, Annual		CE	10					Any annual report. P	

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39.01.02		Implementation Reports		AC	3			AC=Release of offender from management status.		AD-03.80; P	
39.01.03		Investigations (Offenders Impermiss. Conduct, SSI)		AC	3			AC=Final results of investigation/disposition of grievance.		P	
39.01.04	1.1.002	Unit Level Operational Review Inspection Reports		AC	7			AC= Audit month.		Maintain records until the subsequent inspection is complete.	
39.01.05	1.1.002	Unit Level Operational Review Checklists		AC	7			AC= Audit month.		Maintain records until the subsequent inspection is complete.	
39.01.06	1.1.002	Division Level Operational Review Inspection Reports		AC	7			AC= Audit month.		Maintain records until the subsequent inspection is complete.	
39.01.07	1.1.002	Division Level Operational Review Checklists		AC	7			AC= Audit month.		Maintain records until the subsequent inspection is complete.	
40.01.01	1.1	Full Pardons Granted		AC	10			AC=File closed.		Do Not Use. Number will be deleted 12/31/2019. P	
40.01.02	1.1	Informant's Program Files		FE	3					P	
40.01.03	1.1	Parolee Files		AC	10			AC=Discharge of sentence;		Storage #90-696-001. P	
40.01.04	1.1	Parolee Files from Other States		AC	10			AC=Discharge of sentence		Storage #93-696-005. P	

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40.01.05	4.3	Restitution Fees		FE	3					P	
40.01.06	1.1	Substance Abuse Treatment & Screening		US	3					P	
40.01.07	4.3	Supervision Fees		FE	3					P	
40.01.08	1.1	Parolee Field Files		AC	1			AC=After discharge, revoke or death.			
41.01.01	3.3.025	Post Orders		US	20					Number will be deleted 12/31/2026. Use to 01.18.05. P	
41.01.02	1.1.070	Security Memorandum (Originals)		US	20				R	Number will be deleted 12/31/2026. Use to 01.18.05. P	
41.01.03	1.1.071	Security Memorandum (Working Files)		US	10				R	Number will be deleted 12/31/2016. Use to 01.18.05. P	
43.01.01	1.1	Execution Documentation		AV					A	P	
43.01.02	1.1	Media Log			2					P	
43.01.03	1.1.008	Media Requests to Interview Offender			2					P	
43.01.04	1.1	News Clips		AV						P	
43.01.05	1.1.019	News or Press Releases			2				R	P	
43.01.06	1.1	Photographs		AV					R	P	
43.01.07	1.1.008	Public Information Correspondence - Media			4					P	

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44.01.01	1.1.069	Programmatic Activities Report			1					P	
44.02.01	1.1.064	Recreation Participation Reports		FE	3					P	
44.03.01	4.5.002	Craft Sales Reports, Weekly/Monthly		FE	3					P	
44.03.02	1.1.069	Craft Shop Roster			1					P	
44.03.03	5.1.005	Mail-Out Logs		FE	3					P	
44.03.04	5.1	Piddlers Files, Active		FE	3					Includes contracts, cash receipts, material orders and inventory logs. P	
44.03.05	5.1	Piddlers Files, Inactive		FE	3					Includes revocation and contents of previously active file. P	
44.03.06	5.4.012	Sensitive Tool Logs		AC	2			AC=Until superseded, date of expiration or termination, whichever sooner.		P	
44.04.01	1.1.065	Radio/Television Communication Records		AV						P	
46.01.01	5.4.001	Accident Reports & Assoc Documentation		CE	20					Stored electronically on S100 database.	

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46.01.04	5.4.004	Fire Orders		AC	3			AC=Date of inspection, or date deficiencies are corrected.		P	
46.01.05	5.4.003	Inspection Records (Risk Mgmt. Hdqtrs)		AC	3			AC=Date of inspection, or date deficiencies are corrected.		P	
46.01.06	1.1	Risk Management Executive Summaries			3					P	
46.01.07	3.3	Training Rosters, Trng provided by Risk Mgmt. Hdqtr		FE	3					P	
46.01.09	5.4.007	Training - Initial		AC	5			AC= Employee no longer assigned to Risk Management.			
46.02.01	5.4.001	Accident/Injury Reports & Assoc Documentation		CE	5					Refer to PD-45. O	
46.02.02	1.1.008	Collateral Duty Safety Officer Designations		AC	3			AC=After CDSO leaves position.		P	
46.02.04	5.4.002	Evacuation Plans		US						O	
46.02.05	5.4.004	Fire Investigations/Code Compliance		AC	3			AC=Date of inspection, or date deficiencies are corrected.		O	

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46.02.06	5.4.003	Monthly Comprehensive Inspections		AC	3			AC=Date of inspection, or date deficiencies are corrected.		O	
46.02.07	5.4.003	Risk Management Investigations		AC	3			AC=Date of inspection, or date deficiencies are corrected.		O	
46.02.09	1.1.063	Safety Meeting Minutes		AC	3			AC=Date of approval of minutes.		O	
46.02.11	1.1.069	Temperature/Humidity/Heat Index Logs			2	6				P	
46.02.14	1.1.065	Workplace Chemical Lists (Unit Copy)		US						Copy to Environmental dept where retained for 30 yrs. O	
46.02.15	1.1.056	ADA (Americans w/Disabilities Act) Documentation			3						28 CFR 35.105©
46.02.16	1.1.070	Unit Safety Procedures		AC	3			AC=When superseded.	R	Unit safety policy, lockout/tagout, hot work, & other similar procedures.	
46.02.17	5.4.007	Training - Initial Job Safety (Employee/Offender)		AC	5			AC= Employee /offender no longer assigned.			
46.02.18	5.4.007	Training - CDSO/Alternate Initial		AC	5			AC= CDSO/alternate no longer assigned.			

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46.02.19	5.4.003	Weekly Department Inspection Records		AC	3			AC= Inspection, or date of the correction of the deficiency.			
46.02.20	1.1.063	CDSO Meeting Records		FE	3						
46.02.21	5.4.003	State Office of Risk Management Inspection Records		AC	3			AC= Upon action plan response is received from SORM.			
46.02.22	5.4.003	State Fire Marshal Inspection Records		AC	3			AC= Upon receipt of closure letter from SFMO.			
46.02.23	5.4.007	Monthly Safety Training			5						
46.02.24	1.1.067	Monthly Executive Summary			3				R		
47.01.01	1.1	Serious Incident Review		PM						P	
47.02.01	1.1.065	Dog Records		AV						K-9. P	
47.02.02	1.1	Investigations (Employee/Offender)			3					P	
47.02.03	1.1	Lockdown Checklist		FE	3					AD-03.31. P	
47.02.04	1.1	Safety Meeting Reports			3					P	
47.02.05	1.1	Safety Training Reports, Monthly			3					CR-1. P	
47.02.06	1.1.008	Unit Tour Schedules			2					P	
47.02.07	1.1.069	Volunteer Training		FE	1					P	

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47.03.01	1.1.069	Daily Activity Log		FE	3					I-216. P	
47.03.02	1.1	American Correctional Association Files, Security		AV				AV= Current plus one previous accreditation cycle.		See appendix.	
47.03.03	1.1	Authorization to Search			3					I-186. P	
47.03.04	1.1.069	Chemical Agents (Carry-on-Person) Log		FE	3					P	
47.03.05	1.1	Chemical Agents/Riot Gear Records				6				P	
47.03.06	1.1.069	Community Service and Public Work Projects File		FE	3					P	
47.03.07	1.1.008	Confidential Informant Documentation			2					P	
47.03.08	1.1.069	Disposition of Confiscated Offender Property		AC	1			AC=Release of offender.		PROP8; P	
47.03.10	5.2	Employee Housing Records			3					P	
47.03.11	5.2	Employee Recreation Facility Records			3					P	
47.03.12	1.1.069	Employee-Related Logs (Unspecified)		FE	1					P	

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47.03.13		Execution Files		PM					A	P	
47.03.14	1.1.069	Family Liaison Documentation		FE	3					P	
47.03.15	1.1.069	Film Issue Log		FE	1					P	
47.03.16	1.1.069	Hunting & Fishing Log		FE	1					P	
47.03.17	1.1	Incident/Intelligence Reports			5					P	
47.03.18	1.1	Key Log			1					AD-03.18. P	
47.03.19	1.1.069	Lockdown Documentation			3					AD-03.31, Attachments A-D. P	
47.03.20	5.5.002	Long Distance Telephone Record		FE	1					AD-7. P	
47.03.21	1.1.069	Management Status Documentation		AC	1			AC=Release of offender.		AD-03.80; P	
47.03.22	1.1	Offender Family Contact File		AV						P	
47.03.23	1.1.069	Offender-Related Logs (Unspecified)		FE	1					P	
47.03.24	1.1.069	Outside Picket Inspection			1					P	
47.03.25	1.1.069	Perimeter Picket Call-in Log		FE	1					AD40. P	
47.03.26	1.1.069	Post Order Logs		FE	1					P	

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47.03.27	1.1.069	Pre-Hearing Log			2					I-188. P	
47.03.28	1.1.069	Registered Property Receipt		AC	1			AC=Release of offender.		P	
47.03.29	1.1.069	Offender Property Card		AC	1			AC=Transfer or release of offender.		P	
47.03.30	1.1.069	Property Room Log		FE	3					PROP6. P	
47.03.31	5.2.020	Radio Log		FE	1					P	
47.03.32	1.1.069	Recyclable Items Log		FE	3					P	
47.03.33	1.1.069	Segregation Confinement Record		FE	3					I-201. P	
47.03.34	1.1.069	Search Log			2					P	
47.03.35	1.1.069	Solitary Confinement Log			2					I-7A. P	
47.03.36	1.1.070	Special Orders		US	20				R	P	
47.03.37	5.2.020	State Property Sign-Out File		FE	1					P	
47.03.38	5.2.023	Supply Order Log		FE	3					P	
47.03.39	1.1.069	Tool Logs			1					AD-03.19. P	
47.03.40	1.1.069	Traffic Log		FE	1					AD37. P	
47.03.41	3.3	Offender Turnout Roster				6				P	
47.03.42		Unit Files (Admin)			3					P	
47.03.43		Unit Files (General)			2					P	

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47.03.44	5.2.020	Use of Force Equipment Log		FE	1					P	
47.03.45	1.1.069	Vehicle Gate Log		FE	1					AD41. P	
47.03.46	1.1	Video Camera Checklist, Daily/Monthly				6				P	
47.03.47	5.2.020	Video/Still Camera Check-Out Log		FE	1					P	
47.03.48	1.1.069	Visit Log, Daily		AV						I-183. P	
47.03.49	1.1	Visitor Files (Current/Former Employee)		AC	10			AC=Release of offender.		P	
47.03.50	1.1.069	Visitor Traffic Log		FE	1					AD38. P	
47.03.51	1.1.069	Visitors Logs, Monthly		FE	1					AD54. P	
47.03.52	1.1	Weapons and Ammunition Logs				6				SM5.02; Forms: AD43, AD39. P	
47.03.53	1.1	Weapons Issuance Logs, Monthly				6				AD42. P	
47.03.54		Offender Intake Inventory		AC	1			AC=Release of offender.		PROP-03. P	
47.03.55		Offender Intake Money Receipt		FE	3					PROP-03.1. P	
47.03.56		Offender Intake Money Envelope		AV						PROP-03.2. P	

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47.03.57		Offender Property Inventory		AC	1			AC=Release of offender.		PROP-05. P	
47.03.58		TDCJ Property Tag		AV						PROP-07. P	
47.03.59		Offender Property Envelope		AV						PROP-09. P	
47.03.60		Offender Protection Investigation Summary		PM						SPP-02. Microfilmed as part of the classification folder. O	
47.03.61		Offender Protection Investigation Form		PM						SPP-02. Microfilmed as part of the classification folder. O	
47.03.62		Offender Protection Witness Statement/Report		PM						SPP-02B. Microfilmed as part of the classification folder. O	
47.03.65		Sexual Abuse Investigation Checklist		PM						SPP-05. Microfilmed as part of the classification folder. O	
47.03.66		Subsequent Offender Interview		PM						SPP-06. Microfilmed as part of the classification folder. O	
47.03.71		Safe Prisons Report, Monthly		FE	1					SPP-12. Stored as electronic e-form by the SPPMO. E	
47.03.73		Unit Schedules		US	3					P	
47.03.74		Mobile Patrol Log		FE	3					PO-07.052. P	
47.03.75		Protective Equipment Logs			1					P	
47.03.76		Hazardous Chemical Dispensing Log			1					P	

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47.03.77		Hazardous Chemical Inventory Sheet			1					P	
47.03.78		Controlled Substance Testing Log				6				P	
47.03.79		Security Threat Group Documentation		AV						O	
47.03.80		Security Threat Group File		PM						P	
47.03.81	1.1.067	Monthly Reports		CE	3				R		
47.03.82	1.1.067	Safe Prisons Monthly Report		CE	3				R		
47.03.83	1.1.065	Safe Prisons Sexual Assault Database		CE	10						
47.03.84		Safe Prisons Offender File		AC				AC= Upon offenders release.		Maintained at SPP headquarters after release.	
47.03.85		Incoming Chain Interview		PM						SPP-08A. Microfilmed as part of the classification folder. O	
47.03.86		Intake Facility Assessment Screening		PM						SPP-08B. Microfilmed as part of the classification folder. O	
47.03.87		Offender Protection Investigation Tracking Log		CE	3					SPP-01. P	
47.03.88	1.1.002	ACA Standards Compliance Checklists		PM						Unit is custodian of ACA folders	

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48.01.01	1.1	High Security/Close Custody Facilities			3					P	
48.01.02	5.2.014	Inventory Forms, New Unit Start-Up		FE	3					P	
48.01.03	1.1	Security Reviews		AC	6			AC=Final results or release of audit.		P	
48.01.04	1.1	Staffing Documents, Unit Level			3					O	
48.01.05	1.1.069	Use of Force Equipment Quarterly Report		FE	3					P	
48.01.06	1.1	Video Camera Repair Doc & Training Records			3					P	
48.01.07	5.2.016	Warehouse Inventories		AC				AC=Transfer of information into annual listing.		P	
48.01.08		Staffing Documents, (Deployment Roster)			20					P	
48.01.09	3.3.020	Daily Strength Report - Correctional Officers			1					Six months retention at the region and unit level.	
48.01.10	3.3.020	Regional Daily Strength Report - Correctional Officers			1						

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48.01.11	3.3.030	Training Documentation - Parcel Scanner			10						
48.01.12	5.4.003	Annual Evaluations & Inspections (RAD Test)			10						
48.01.13	5.2.009	Inventory Records - Parcel Scanner		FE	3						
48.01.14	5.2.008	Parcel Scanner Wkly Prevent Maint (Attachment A & B)		LA	3						
49.01.04	1.1.069	Sex Offender Treatment Program Monthly Reports		AC	2			AC=Date of report.		O	
49.01.05	1.1.069	Sex Offender Treatment Program Statistics Report		AV						P	
49.01.06		Sex Offender Treatment Program Transfers		AV						P	
49.02.01		Sex Offender Treatment Program Inmate Evaluation Files		PM						P	

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49.02.02		Sex Offender Treatment Program Inmate Treatment Files		PM						P	
50.01.01	1.1.048	Legal Offender Files, Non-Trial		AC	2			AC=Completion of work by agency.		P	
50.01.02	1.1.048	Legal Offender Files, Trial		AC	10			AC=Completion of trial.	R	Cases that set legal precedent or exhibit historical value. P	
51.01.01		State Jail Admissions Files			30						
51.01.02		State Jail Confinee Release Record		AC	3			AC= Offender's discharge.			
51.01.03		State Jail Confinee Transition Record			3					P	
51.01.04		Inspection Records, Internal			1					Dept. inspection records to include Operational Review, PAT & weekly inspections. P	
51.01.06		Progress Reports		AC		6		AC=Date of report.		P	
51.01.07		Project Safety Review		AC	3			AC=Project completion.		P	
51.01.09		Unit Operations Log		AC	1			AC=Date of activity.		P	
51.01.10	1.1.038	Visitor Surveys		AC				AC=Final disposition of summary report.		P	
52.01.01	1.1	Program Files		AV						P	

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53.01.01	3.1.027	SATP Counselor Practicum and Intern Records		AC	5			AC=Date certificate is issued.		P	
53.01.02		SATP Counselor Recruitment Plan		US	1					P	
53.01.03	3.3	SATP Training Curriculum and Roster		AC	4			AC=Date of training.		P	
53.01.05		DSHS Licensure Information		US	3					License renewed yearly. P	
53.02.02	3.1.027	LCDC Clinical Records & Continuing Education		AC	5			AC=Employee's separation date.		P	
53.02.03		Intensive Treatment		AC	7			AC=Offender's completion of treatment.		P	
53.02.07		Substance Abuse Treatment Plan/Intensive Treatment Unit Monthly Status Reports		US	3					P	
53.02.08		Substance Abuse Treatment Plan/Intensive Treatment Monthly Status Reports		US	7					P	
53.03.01		Referrals to TCOOMMI			1					P	

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53.03.02		SATP Evaluation Instruments		US	1					P	
53.03.04		Substance Abuse Attendance Records		AC	7			AC=Date course is completed.		P	
53.03.05		Substance Abuse Offender Sign-in Roster		AC	7			AC=Date course is completed.		P	
54.01.03	1.1	TBCJ Orientation Manual		US	1				R	O	
54.01.04		TBCJ Member Disclosures and Authorizations		PM						O	
54.01.06		TBCJ Lists		US	1					P	
54.01.07		Naming of Facilities		PM						P	
54.01.08		Board Membership		PM						P	
54.01.09		TBCJ Member Training Materials		US	1				R	O	
54.01.10		TBCJ Member Training Records, Individual		AC	5			AC=Expiration of the Board member's term.		P	

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55.01.01	5.1.001	Attorney Counsel Agreements		AC	7			AC=Expiration or termination of the instrument according to its terms.		P	
55.01.02	1.1	Execution Case/Death Row Files (Parole Board)		AC	10			AC=Execution or death of offender	A	Storage #01-696-006 per TSL. P	
55.01.03	1.1	Clemency Cases		AC	10			AC=Clemency Granted or Denied		Storage #90-696-002 per TSL. P	
55.01.04	1.1.058	Parole Board Meetings, Agenda and Minutes		PM					A	Copies sent to the State Archives fulfill the archival requirement. P	
55.01.05	1.1.060	Parole Board Meetings, Audiotapes/Digital Recordings		AC	20			AC=Official approval of written minutes.		Audiotape. O Includes committee meetings; E = Electronic	
55.01.07		Audio Digital Recordings (Hearings)		AC	10			AC= Discharge of sentence.	R	E	
56.01.01	5.4.003	Air Permit Records		PM						P	
56.01.02	1.1	Business Plans		AC	3			AC=Decision made to implement or not to implement results.		P	
56.01.03	5.2.024	Customer Orders & Specifications		FE	4					P	

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56.01.04	1.1.038	Customer Service Records		FE	4					P	
56.01.05	4.3.002	Documentation of Product Transfers		FE	4					P	
56.01.06	4.6.001	Financial Reports, TCI Monthly		FE	3					P	
56.01.07	4.6.001	Manufacturing Reports		FE	3					E	
56.01.08	5.2.024	Material Requests		FE	3					P	
56.01.10		Offender Work/Trng Program Documentation, TCI		AV						Texas Correctional Industries. P	
56.01.12	5.4.003	Safety Inspection Records, TCI		AC	3			AC=Date of inspection, or date deficiencies are corrected.		P	
56.01.13	5.2.016	Stock Record Cards, TCI		FE	3					P	
56.01.14	5.2.020	Waste Management Records, TCI		FE	3					P	
56.01.15	5.1.010	Licenses & Permits for Non-Vehicles		AC	2			AC= Expiration date of permit.			
56.01.16		Prison Industries Enhancement Certification Prog. (PIE)		CE	7						

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56.01.17		Testing & Manufacturing Records, Bedding		AC	3			AC= The bedding prototype is no longer in production.			
56.01.18	5.2.003	Sealed Engineering Drawings/Blueprints		AC	10			AC= The prototype is no longer in production.	R		
57.01.02	5.6	Mileage Reports, Transp & Supply		LA	2					O	
57.01.05	5.4.003	Safety Inspection Records, Transp & Supply		AC	3			AC=Date of inspection, or date deficiencies are corrected.		P	
57.01.06	5.6.003	Vehicle Inspection, Repair & Maintenance Logs		LA	2					P	
57.01.07	5.2.020	Waste Management Records, Transp & Supply		FE	3					P	
57.01.08		Driver Qualification File		AC	5			AC= Date employee is no longer employed as a commercial truck driver, and date offender is no longer assigned to a truck driver job.			
57.01.09		Temperature Log		FE	2						

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58.01.01	1.1.062	Council Meeting Agenda/Minutes/Tapes			2				A	Copies sent to the State Archives fulfill the archival requirement. P	
58.01.03		Reentry & Integration Records			5						
58.01.04		Individual Reentry Plans		AC	10			AC= Upon discharge.			
59.01.01		Major Use of Force Reports & Videotapes (Original)		AC	7			AC=Date of final review.		Maintained by UOF; O/Videotape	
59.01.02		Major Use of Force Reports (Reference Copy)		AC				AC=Destruction notice received from UOF.		P	
59.01.03		Minor Use of Force Reports (Original)		AC	3			AC=Completion of report.		P	
60.01.01	1.1	Program Statistics		FE	5					O	
60.01.02	4.7.008	Grant Records		AC	7			AC=90 days after end of grant period (i.e., OVAG=each November 30; and VOCA=each December 31)			

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60.01.03		Grant-Funded Equipment Records		AC	3			AC=After date of disposition or replacement or transfer at the direction of the awarding agency.			
60.02.01	1.1.063	Meeting Agendas and Minutes		FE	2					P	
60.03.02	5.1.004	Statewide Resource Directory		US						O	
60.04.02		Victim Preparation Files		PM						P	
60.05.01		Tour Files		FE	1					P	
60.06.01	3.3	Training Materials		AC	7			AC=90 days after submitted final report to grantor or the completion date of the training, whichever is longer.		P NOTE: in-house orientation training materials will have an archival code of R, for review.	
60.07.05		Offender Mail Files		AC	30			AC= Date offender is discharged (completes sentence).			
60.08.02		Victim Notification System Database		PM						E	
60.08.03		Victim Notification System Letters Sent List			2					P	

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60.09.01		Books, Videos, Resources Lists		US						O	
60.09.02		Mediation Files		AC	10			AC=Date offender is discharged (fully completes sentence).		P	
60.09.05		Volunteer Files		AC	2			AC=Volunteer status changes to delete.		P	
60.09.06	3.3	Volunteer Mediator Training Rosters		FE	2					P	
60.09.07		Victim File Material		AV						P	
60.09.08		Research Materials		AV							
61.01.01	1.1	Administrative Plan for Cap Imp by Citizen Groups		AC	3			AC=Decision made to implement or not to implement results.		O	
61.01.02	4.5.002	Volunteer Fiscal Reports		FE	3					O	
61.01.03		Volunteer Report, Monthly		AV						E	
61.01.04		Volunteer Application (Active)		AC	3			AC=After volunteer status has changed to delete.		P	
61.01.05		Unit/Facility Volunteer Records		AC	3			AC=After volunteer status has changed to delete.		P	
61.01.06		Special Volunteer Log		FE						P	

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61.01.07		Offender Volunteer Services Agreement		CE	1					P	
61.01.08		Volunteer Suggestion Form		AV						P	
61.01.10		TDCJ Volunteer Services-Violation of Policy Form		AV						P	
61.01.11		Volunteer Tracking Logs		AC	2			AC= After background check is completed.			
61.01.12		Volunteer Application, (Inactive)		AV						P	
62.01.02	1.1	Youthful Offender Automated Tracking Files			3					E	
62.01.03	1.1	Youthful Offender Program Administration		FE	6				R	P	
62.01.04	1.1	Youthful Offender Program Research Materials		FE	6					P	
62.01.05	1.1	Youthful Offender Program Statistics		FE	6					P	

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62.01.06	1.1	Youthful Offender Program Treatment Files		AC	6			AC=After completion of treatment.		P	
62.01.07		Class Attendance Records and Sign In Rosters			3						
63.01.01		Serious/Violent Offender Reentry Initiative Offend Files			2					After final program disposition	
64.01.01		Corrective Intervention Pre-Release Program (CIPP) Files			3					Upon completion of treatment program.	
65.01.01		Master Treatment Record		AC	7			AC= After close.			
65.01.02		Group Members Statement of Confidentiality		AC	7			AC= After close.			
65.01.03		Treatment Team Meeting		AC	7			AC= After close.			
65.01.04		Weekly Group Note		AC	7			AC= After close.			
66.01.01		Individualized Treatment Plan (ITP) Records		AC	30			AC= After death or discharge.			

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					Years	Months	Days				