



April 22, 2016

Mr. Michael Berry  
Deputy Commissioner, Policy and Programs  
Texas Education Agency  
1701 N. Congress Ave.  
Austin, TX 78701

State and Local  
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Mr. Berry:

P.O. Box 12927  
Austin, Texas  
78711.2927

Amendment 2 to your agency's 3rd recertification of your records retention schedule is approved for use as of Friday, April 8, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

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

[www.tsl.texas.gov](http://www.tsl.texas.gov)

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

*Commission Chairman*  
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bonnie Zuber, at 512-463-0188 or [bzuber@tsl.texas.gov](mailto:bzuber@tsl.texas.gov).

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

Sincerely,

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

Craig Kelso  
Director and State Records Administrator

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

cc: State Auditor, State Archivist, Mike Morath

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01.701/701



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 701

Agency Name Texas Education Agency

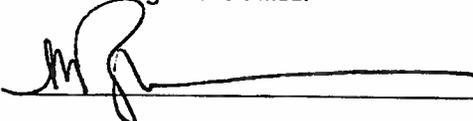
*(Check one)*

- 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)* Michael Berry

Date 12/22/15

**Section 2. Approvals**

*(Submitting agencies do not write in this section)*

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

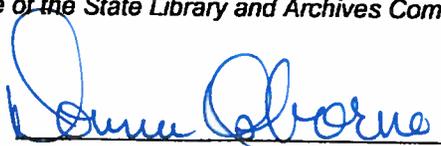
Signature \_\_\_\_\_

Name *(Print or type)* \_\_\_\_\_

Date \_\_\_\_\_

**Not Required at This Time**

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

Signature 

Name *(Print or type)* Donna Osborne

Date 11/8/16

Cert/Recert No. 3 Amendment No. 2

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## CAUTION

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

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





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 4

2. Agency Code 701		3. Agency Name Texas Education Agency									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

5.1.001	701.165	<b>Contracts and Leases</b>	AC +7		AC +7				60	701.165	C
1.1	701.308	<b>Special Education Complaints</b>	AC +5		AC +5		AC=Date settled; Confidential		2 (Amendment)	701.308	C
1.1	701.310	<b>Special Education Due Process Hearings - Legal</b>	AC	5	AC + 5		AC=Final Order; Confidential		6	701.310	C
1.1	701.311	<b>Special Education Mediation Files</b>	AC + 5		AC + 5		AC=Date settled; Confidential		6	701.311	C
1.1	701.312	<b>Special Education Contractor Files</b>	AC + 7		AC + 7		AC=Date contract expired		6	701.312	C
1.1	701.346	<b>Special Education Due Process Hearings - Program</b>	AC + 5		AC + 5		AC = Final Acceptance		2 (Amendment)	701.346	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 2 of 4

2. Agency Code 701		3. Agency Name Texas Education Agency									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1	701.359	<b>School District Monitor and Conservator Reports</b> Monthly/quarterly reports to TEA's Complaints, Investigations & Enforcement Division from TEA-appointed monitors, conservators, management teams or boards of managers assigned to oversee the operations of a school district. These reports include monthly expense reports, monthly/quarterly progress reports, 90-day reports and other scheduled communication with the district and TEA.	AC + 2		AC + 2		AC = District or Charter School returns to fully accredited status				N
1.1	701.360	<b>Waivers</b> All state waiver applications and related correspondence	AC + 10		AC + 10		AC= end of school year in which the waiver expires, August 31				N
1.1	701.294	<b>Charter School Application Files</b>	AC+3	AC+2	AC+5		AC = date of receipt of application		5	701.294	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New		
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 3 of 4

2. Agency Code 701		3. Agency Name Texas Education Agency									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

4.7.008	701.160	Federal Grant Records	AC + 5		AC + 5	AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.		58	701.160	C
1.1	701.361	<b>Accreditation Documentation</b> Documents reflecting accreditation status and compliance with improvement measures	AC + 10		AC + 10	AC = end of school year				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 4 of 4

2. Agency Code 701		3. Agency Name Texas Education Agency									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1	701.362	<b>High School Equivalency Batch Report and Data File</b> Also includes XML files provided by test providers and used for data import	CE + 2		CE + 2						N
1.1	701.363	<b>GED Certificates and Transcripts</b> System-generated copies	CE + 3		CE + 3						N
1.1	701.364	<b>Public Education Information Management System (PEIMS) Database Files</b>	PM		PM						N
1.1	701.365	<b>Under 18 Exception Documentation</b>	30 days		30 days		Documents required to allow so 16 and 17 year olds to take the high school equivalency exams				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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State and Local  
Records Management

P.O. Box 12927  
Austin, Texas  
78711.2927

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

[www.tsl.texas.gov](http://www.tsl.texas.gov)

*Commission Chairman*  
Michael C. Waters

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

*Director and Librarian*  
Mark Smith

*Assistant State Librarian*  
Edward Seidenberg

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

November 13, 2014

Ms. Kalese Hammonds  
Chief Advisor, Policy and Operations  
Texas Education Agency  
1701 N. Congress Ave.  
Austin, TX 78701

Re: Agency records retention schedule amendment approved for use

Dear Ms. Hammonds:

Amendment 1 to your agency's 3rd recertification of your records retention schedule is approved for use as of Thursday, October 23, 2014. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Bonnie Zuber, at 512-463-0188 or [bzuber@tsl.texas.gov](mailto:bzuber@tsl.texas.gov).

Sincerely,

Craig Kelso  
Director and State Records Administrator

cc: State Auditor, State Archivist, Michael L. Williams

R01.701/701



# STATE OF TEXAS

## Records Retention Schedule Certification

*BZ*  
**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 701

Agency Name Texas Education Agency

*(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 *Kalese Hammonds*

Name *(Print or type)* Kalese Hammonds

Date 5/22/2014

### Section 2. Approvals

*(Submitting agencies do not write in this section)*

#### State Auditor's Office

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

Signature \_\_\_\_\_

Name *(Print or type)* \_\_\_\_\_

Date \_\_\_\_\_

Not Required at This Time

#### Texas State Library and Archives Commission

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

Signature *E Enderberry*

Name *(Print or type)* \_\_\_\_\_

Date 10-23-2014

Cert/Recert No. 3 Amendment No. 1

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## CAUTION

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STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 1 of 3

2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

1.1	701.355	<b>Request for a State Facilitated Individualized Education Program (FIEP) Meeting</b>	2		2				N/A		N
8	IE 8.0.300	<b>Code of Ethics Complaint Records</b> Complaints concerning certificate holders filed with this agency under the Educator Code of Ethics as promulgated by the State Board for Educator Certification.	AC + 7		AC + 7		AC = After disposition of complaint approved under SBEC		N/A		N
4.7.008	701.356	<b>Federal Compliance Records</b> Includes formal correspondence, policy letters, negotiation documents, monitoring records, and compliance reviews.	FE + 6		FE + 6				N/A		N
1.1	701.357	<b>Monitoring Records</b> Includes on-site reviews and related documentation	6		6				N/A		N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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	LA – Life of Asset	US – Until Superseded				



STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 2 of 3

2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			9. Remarks	Page No.	

1.1	701.358	<b>Special Education Dispute Resolution Program and Process Records</b> Data records from the Correspondence and Dispute Resolution Management System, logs, includes general information and descriptions of individual cases maintained for administrative purposes. Includes special education due process hearing requests and dismissal orders.	AC + 10		AC + 10		AC= June 30 of the year that the document was created		N/A		N
1.1	701.308	<b>Special Education Complaints</b>	AC + 2		AC + 2		AC=Date settled		6	701.308	C
1.1	701.346	<b>Special Education Due Process Hearings – Program</b>	AC + 2		AC + 2		AC = Final Acceptance		6	701.359	C
1.1.021	701.012	<b>Public Information Requests – Exempted</b> Includes all correspondence and documentation relating to request for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC + 2		AC + 2		AC=Date of notification that records are exempt.		9	701.011	C

A2

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

**Records Retention Schedule Amendment**

**SLR 122**

*Form SLR 105C must accompany this form.*

1. Page 3 of 3

2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	
1.1	701.346	<b>Special Education Due Process Hearings – Program</b>	AC + 3	2	AC + 5	AC = Final Acceptance		6		D

Retention Codes ( <i>Field 7</i> )			Archival Codes ( <i>Field 8</i> )		Amendment Codes ( <i>Field 12</i> )	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New	C – Changed	
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	D – Deleted		
	LA – Life of Asset	US – Until Superseded				



March 27, 2013

Ms. Emi Johnson  
Director, Ombuds Office  
Texas Education Agency  
1701 N. Congress Ave.  
Austin, TX 78701

RE: Texas Education Agency  
Retention schedule approved for use.

State and Local  
Records Management

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

4400 Shoal Creek Blvd.  
Austin, Texas  
78756

[www.tsl.state.tx.us](http://www.tsl.state.tx.us)

*Commission Chairman*  
Michael C. Waters

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

*Interim*  
*Director and Librarian*  
Edward Seidenberg

Dear Ms. Johnson:

Enclosed is a copy of your recertified records retention schedule. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

During a certification period, state regulations (13 TAC §6.4) also require 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, contact the government information analyst assigned to your agency.

Your efforts in maintaining an up-to-date 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. Your schedule will be due for recertification on the last working day of March 2016. If you have any questions, call the information analyst assigned to your agency, Bonnie Zuber, at 512-463-0188.

Sincerely,

Craig Kelso  
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist  
cc: (without enclosure) Michael L. Williams

*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

R01-701/701



Texas  
State Library  
and Archives  
Commission

# STATE OF TEXAS

## Records Retention Schedule Certification

SLR 105C

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

### Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 701

Agency Name Texas Education Agency

(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

Emi Johnson

Name (Print or type) Emi Johnson

Date 10/31/12

### Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature

Name (Print or type)

Date

**Not Required at This Time**

Texas State Library and Archives Commission

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

Signature

Name (Print or type)

Date

Donna Osborne

Donna Osborne

3/19/13

Cert/Recert No.

3

Amendment No.

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## CAUTION

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# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 75

2. Agency Code		3. Agency Name							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	701.242	<b>Innovative Courses Records</b>	5		5				
1.1	701.245	<b>InVEST Research Files (files of software vendors available to school districts)</b>	2	3	5		InVEST is a vendor evaluation and selection tool		
1.1	701.247	<b>Innovative Courses for Career and Technology Records</b>	AC	5	AC + 5				
1.1	701.250	<b>School District Teaching Permits (School District Applications for Individual teaching permits)</b>	80		80				
1.1	701.251	<b>High School Equivalency Program Records (In school)</b>	3	2	5				
1.1	701.253	<b>Waiver Application Files</b>	2	3	5				
1.1	701.256	<b>Driver Education Certificates DE- 964</b>	FE+1		FE +1		Returned copies of driver education certificates from schools. Information on certificates includes: student's name, date of birth, and course completion date		
1.1	701.257	<b>Driver Education School Files</b>	AC + 3		AC + 3		All files contain original applications, renewal applications, bonds, ownership information and assumed name. AC= after school is closed		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 1 of 75

2. Agency Code		3. Agency Name								
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			Agency	Storage	Total					
1.1	701.258	<b>Driver Training Course Provider Files</b>	AC +3		AC +3		All course provider files contain original and renewal applications, bond information, ownership information and assumed name. AC = once course is no longer given			
1.1	701.259	<b>Driver Training Instructor Files</b>	AC +3		AC +3		Files contain original and renewal applications, training records, teaching credentials and continuing education. AC= instructor's termination date			
1.1	701.260	<b>Driver Training Investigative Files and Logs</b>	AC +15	5	AC +20		Investigative reports, correspondence, evidence (photos, tapes, documents, etc.) and miscellaneous items AC=close of investigation			
1.1	701.266	<b>Charter School Records</b>	LA +7		LA +7	R	All school records except student and personnel (such as financial and business). LA=date of school closure			
1.1	701.267	<b>Charter School Investigation Files</b>	LA +10		LA +10		LA = date of school closure			
1.1	701.269	<b>Certification of Financial Accounting Systems Files</b>	5		5					

Retention Codes (Field 7)	Archival Codes (Field 8)
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# STATE OF TEXAS Records Retention Schedule

**SLR 105**  
*Form SLR 105C must accompany this form.*

1. Page 3 of 75

2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	701.268	<b>Special Accreditation Investigations – Final Report</b> Final report of authorized or special investigations (SAI)	AC + 20		AC + 20	R	AC=Final report issued		
1.1	701.280	<b>Special Accreditation Investigations – Working Documents</b> Authorized or special investigation (SAI) records, including the complaint or report of alleged violation. Documents associated with investigative activities: working papers, preliminary and final reports, data, notes, memos, legal advice, statements collected, created, or maintained for the purpose of the SAI or authorized investigation administrative hearing to proceed.	AC + 10		AC + 10		AC=Final report issued		
1.1	701.278	<b>Accountability Appeals</b>	3	2	5				
1.1	701.285	<b>Historical Superintendent Records</b>	PM		PM		Historical reports from school district superintendents to TEA (statistical and financial)		

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



# STATE OF TEXAS

## Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks			

1.1	701.288	<b>Award Program Files</b> Includes Milken National Educator Award Program and Teacher of the Year Files, Celebration of Educational Excellence Program Files	AC	3	AC + 5	AC = Award date. Formerly named only for the Heroes for Children Program, this series includes all educator award program files		
1.1	701.292	<b>State Student Test Reports</b>	LA	10	LA + 10	LA=Life of Test		
1.1	701.293	<b>State Student Scoring Records</b>	LA	10	LA + 10	LA=Life of Test		
1.1	701.345	<b>GED Testing Center Records</b>	AC + 2		AC + 2	AC=2 years after billing is complete		
1.1	701.346	<b>GED Scores</b>	PM		PM			
1.1	701.347	<b>High School Equivalency Program Records</b> Enrollment date, exit date, reason for exit for each student in program	FY + 5		FY + 5			
1.1	701.348	<b>Highest Ranking Graduate Program Records</b> Student names and high school attended for each student in program	FY + 3		FY + 3			
1.1	701.349	<b>Job Corps Records</b> Counts of students participating in programs, data showing student progress and graduation, site review documentation, formal correspondence, policy letters, documents submitted to rule making	FY + 5		FY + 5			

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



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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1	701.294	Charter School Application Files	3	2	5				A2	
1.1	701.295	Charter Student Files from Student Assessment	3	2	5					
1.1	701.296	Memorandum of Understanding/TCDD	US		US		TCDD (Tex Council of Developmental Disabilities) AC= Until superseded			
1.1	701.297	Organization and Membership-Orientation/TCDD	AV		AV		TCDD (Tex Council of Developmental Disabilities)			
1.1	701.298	Organization and Membership-Rosters/TCDD	US		US		TCDD (Tex Council of Developmental Disabilities)			
1.1	701.299	Documentation on Transfer of TCDD to TRC	US + 5		US +5		TRC (Tex Rehabilitation Commission)			
1.1	701.300	Training- Partners in Policymaking/TCDD	AV		AV					
1.1	701.301	Legislation/TCDD	US		US					
1.1	701.302	Other State Agencies/TCDD	AV		AV					
1.1	701.303	Other Developmental Disabilities Councils/TCDD	AV		AV					
1.1	701.304	Newsletters/TCDD	PM		PM					
1.1	701.307	Closed Charter School Student Records	PM		PM					

Retention Codes (Field 7)	Archival Codes (Field 8)
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LA – Life of Asset MO – Months	
PM – Permanent	



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Records Retention Schedule

SLR 105

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2. Agency Code		3. Agency Name							
701		Texas Education Agency							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1	701.308	Special Education Complaints	AC + 10		AC + 10		AC=Date settled		
1.1	701.310	Special Education Due Process Hearings - Legal	AC	2	AC + 2		AC=Final Order; Confidential		A2
1.1	701.346	Special Education Due Process Hearings - Program	AC + 3	2	AC+ 5		AC=Final acceptance		
1.1	701.311	Special Education Mediation Files	AC + 2		AC + 2		AC=Date settled; Confidential		A2
1.1	701.312	Special Education Contractor Files	AC + 4		AC+ 4		AC=Date contract expired		A2
1.1	701.346	Special Education Due Process Hearings - Program	AC	3	AC + 3		AC = Final acceptance		A2
1.1	701.317	Discrimination Complaints - School Districts and Charter Schools	AC + 3		AC + 3		AC = Resolution of Complaint		
1.1	701.318	Correspondence Requests for TEA Intervention or Assistance with Programs and Services under TEA's Jurisdiction Written, non-routine requests for agency information, assistance, or action which are not part of an investigation or public information request.	2		2				

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

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1	701.319	<b>Historical School District Actions</b> TEA-initiated annexations, consolidations, closures, etc.	PM		PM					
1.1	701.320	<b>Driving Safety Certificate Data Submission Database</b>	FE + 3		FE + 3					
1.1	701.321	<b>Special Education Continuing Advisory Committee Transcripts</b> Transcript used to produce minutes	AC		AC		AC= Approval of minutes			
1.1	701.323	<b>Historical School Consolidation Files</b> Card files	PM		PM					
1.1	701.327	<b>Property Conveyances</b>	FE + 1		FE + 1		Copies of proposed conveyances made by local school districts that are required to be reviewed by the agency for specific language required by Civil Action 5281. Files contain requests from districts, proof of distribution to parties of the action, final approval of the language contained in the deed and a courtesy copy of the executed/recorded deed.			
1.1	701.344	<b>Driver Education (in-school) Student Records (blue copy or electronic)</b>	AV		AV		Blue or electronic copies of public school student Driver Education Certificates like records series #3400-04 in Local School Districts' Record Retention Schedule.			

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

SLR 105

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.002	701.001	<b>Audits</b> Audits and reviews performed by or on behalf of an agency, including the working papers that support the audit. Also includes audits performed on the agency.	AC + 7		AC + 7		AC=Publication or release of final audit findings. The State Auditor's Office retains any copies of its audits performed on Texas state agencies.		
1.1.004	701.002	<b>Legislative Appropriation Requests</b> Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC + 6		AC + 6	A	AC=September 1 of odd-numbered calendar years. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.		
1.1.006	701.003	<b>Complaint Records</b> Complaints received by an agency from the public concerning the agency and records pertaining to the resolution of the complaint.	AC + 2		AC + 2		AC= Final disposition of the complaint.  CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of item number 1.1.048		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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# STATE OF TEXAS

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.007	701.004	<p><b>Correspondence – Administrative</b> Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.</p>	4	4	R	<p>ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004, a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.</p>		
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**Retention Codes (Field 7)**

AC – After Closed, Terminated, Completed, Expired, Settled  
AV – Administrative Value

CE – Calendar Year End  
FE – Fiscal Year End

LA – Life of Asset  
MO – Months

PM – Permanent  
US – Until Superseded

**Archival Codes (Field 8)**

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



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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.1.013	701.008	<b>Calendars, Appointment, and Itinerary Records</b> Calendars, appointment books or programs and scheduling, or itinerary records, purchased with state funds or maintained by staff during business hours that documents appointments, itineraries, and other activities of agency officials or employees.	CE + 1		CE + 1	R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods.  CAUTION: A record of this type purchased with personal funds, but used by a state official or employee to document his or her work activities may be a state record and subject to this retention period. See Open Records Decision 635 issues in December 1995 by the Attorney General.			
1.1.014	701.009	<b>Legal Opinions and Advice</b> From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV		AV	R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE item number 1.1.048			

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.008	701.005	<b>Correspondence – General</b> Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2		2		SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010		
1.1.010	701.006	<b>Directives</b> Any document that officially initiates, rescinds, or amends general office procedures.	US + 1		US + 1				
1.1.011	701.007	<b>Executive Orders</b> Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency.	US + 3		US + 3	A			
1.1.019	701.010	<b>Public Relations Records</b> News, press releases, or any public relations filed maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2		2	R			

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**  
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.020	701.011	<b>Public Information Requests – Not Exempted</b> Includes all correspondence and documentation relating to request for records that are furnished to the public	AC + 2		AC + 2	AC=Date request fulfilled		
1.1.021	701.011	<b>Public Information Requests – Exempted</b> Includes all correspondence and documentation relating to request for records that are exempt under the Public Information Act (Chapter 552, Government Code).	AC + 2		AC + 2	AC=Date of notification that records are exempt.		
1.1.023	701.013	<b>Organization Charts</b>	US		US	A NOTE: Agency-wide organization chart maintained in Organizational Effectiveness; Departmental Organization Chart is maintained in Human Resources		
1.1.024	701.014	<b>Plans and Planning Records</b> Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC + 3		AC + 3	R AC= Decision made to implement or not to implement result of planning process. ARCHIVES NOTE: Data processing planning records are not archival.		

<b>Retention Codes (Field 7)</b>	<b>Archival Codes (Field 8)</b>
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.026	701.016	<b>Texas Register Submissions</b> Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC + 1		AC + 1		AC=Date of publication in the Texas Register		
1.1.027	701.017	<b>Proposed Legislation</b> Drafts of proposed legislation and related correspondence.	AV		AV				
1.1.027	701.273	<b>House and Senate Bill Analyses</b>	AV		AV				
1.1.038	701.018	<b>Customer Surveys</b> Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC		AC		AC=Final disposition of summary report. SEE item number 1.1.067 for summary reports completed from customer surveys		
1.1.040	701.019	<b>Speeches, Papers, and Presentations</b> Notes or text of speeches, papers, presentations, or reports delivered in conjunction with agency work.	AC		AC	R	AC=End of term in office or termination of service in a state position.		
1.1.041	701.020	<b>Suggestion System Records</b> Suggestions submitted by agency personnel and responses.	1		1				

Retention Codes (Field 7)				Archival Codes (Field 8)			
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Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.043	701.021	<b>Training Materials</b> Instructional Materials developed by an agency for training entities or individuals it regulates or serves.	US + 1		US + 1			
1.1.048	701.022	<b>Litigation Files</b> Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC + 4		AC + 4	R	AC= Close order. As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.  ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	

Retention Codes (Field 7)				Archival Codes (Field 8)	
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## Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.053	701.023	<b>Registration Logs</b> Logs or similar records use to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission.	AC		AC		AC= Report filed with the Texas Ethics Commission.		
1.1.055	701.024	<b>Strategic Plans</b> Information resources and operational strategic plans prepared in accordance with 20540.95 and 2056.002, Government Code. Includes customer service survey.	AC + 6		AC + 6	A	AC = September 1 of odd-numbered calendar years.  ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program, Texas State Library and Archives Commission.		
1.1.056	701.025	<b>ADA (Americans with Disabilities Act) Documentation</b> Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3		3		28 CFR 35.105(c)		

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.057	701.026	<p><b>Transitory Information</b></p> <p>Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.</p> <p>Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittals that add nothing of substance to enclosures and similar routine information used for communication, but not for the documentation, of a specific agency function.</p>	AC		AC	<p>AC= Purpose of record has been fulfilled.</p> <p>CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listing 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> <p>The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).</p>		
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Retention Codes (Field 7)

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 AV – Administrative Value

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 FE – Fiscal Year End

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Archival Codes (Field 8)

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 R – Review by State Archivist



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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.058	701.027	<p><b>Meeting Agenda and Minutes</b> Official agenda and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Government Code, Chapter 551.</p>	PM		PM	A	<p>ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</p> <p>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.</p>		
1.1.059	701.027	<p><b>Meetings, Certified Agendas or Tape Recordings of Closed</b> Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.</p>	AC + 2		AC + 2		<p>AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.</p> <p>Government Code, 551.104(a). SEE caution comment at item number 1.1.058.</p>		

Retention Codes (Field 7)

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Archival Codes (Field 8)

A – Transfer to State Archives  
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2. Agency Code		3. Agency Name							
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.060	701.029	<b>Meetings, Audio or Videotapes of Open</b> Audio or videotapes of open meetings of state boards, commissions, committees, and councils	AC + 90 days		AC + 90 days		AC = Official approval of written minutes of the meeting by the governing body of an agency. CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. SEE caution comment at item number 1.1.058.		
1.1.061	701.030	<b>Meeting - Notes</b> Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC +90 days		AC +90 days		AC = Approval of the formal minutes by the governing body. SEE caution comment at item number 1.1.058.		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.062	701.031	<b>Meetings - Supporting Documentation</b> Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	2		2	A	SEE caution comment at item number 1.1.058		
1.1.063	701.032	<b>Staff Meeting Minutes and Notes</b> Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1				
1.1.064	701.033	<b>Agency Performance Measures Documentation</b> Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE + 3		FE + 3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name						8. Archival		10.	11.
701		Texas Education Agency									TSLAC ONLY
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			9. Remarks	106 No.	Amend. No.			
			Agency	Storage	Total						
1.1.065	701.034	<b>Reports and Studies (Non-Fiscal) - Raw Data</b> Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV		AV	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. SEE especially item number 1.1.064.					
1.1.065	701.276	<b>Student Progress Datasets</b>	AV		AV	CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See especially item number 1.1.064					
1.1.066	701.035	<b>Reports - Biennial or Annual Agency (Narrative)</b> Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC +6		AC +6	A AC = September 1 of odd-numbered calendar years.  ARCHIVES NOTE: 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.					

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

1.1.067	701.036	<b>Reports and Studies (Non-Fiscal)</b> Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	3		3	R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. See Texas State Retention Schedule, explanation of codes for more information.		
1.1.067	701.233	<b>Science Committee Records</b>	3	2	5		Includes science charts		
1.1.067	701.239	<b>Texas Essential Knowledge and Skills Records</b>	3	7	10		Retain for 10 years for the period of curriculum use in Texas schools.		
1.1.067	701.241	<b>Quality English Language Arts and Reading Standards for Texas (QUEST) Records</b>	5	5	10		Retain for 10 years for the period of curriculum use in Texas schools.		
1.1.067	701.274	<b>School Financial Audits Advisory Group Files</b>	3		3				
1.1.067	701.275	<b>School Rating Files</b>	5		5		Retain for 5 years for comparative purposes for Texas school districts.		
1.1.067	701.277	<b>Accountability Ratings</b>	3	2	5		Retain for 5 years for comparative purposes for Texas school districts.		
1.1.067	701.279	<b>School Report Cards AEIS Reports (Academic Excellence Indicator System) for districts and campuses</b>	3	2	5		Retain for 5 years for comparative purposes for Texas school districts.		

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.067	701.284	<b>SARG Reports (Historical statistical mainframe reports prior to 1993 (Superintendent's Annual Reports-SAR and like data)</b>	PM		PM		This is the only statistical summary source of data for Texas schools prior to 1993		
1.1.067	701.287	<b>School District Maps (Historical school district maps)</b>	PM		PM		Retain permanently as an authoritative historical school district map set.		
1.1.067	701.287	<b>Teacher Recruitment and Retention Project Files</b>	AC+3		AC+3		AC=end of project		
1.1.068	701.037	<b>Reports on Performance Measures</b> Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC+6		AC+6		AC = September 1 of odd-numbered calendar years		
1.1.069	701.038	<b>Reports - Activity</b> Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	1		1		CAUTION: SEE item number 1.1.064.		

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



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**SLR 105**  
*Form SLR 105C must accompany this form.*

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.1.070	701.038a	<b>Agency Rules, Policies, and Procedures - Final</b> Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures.  SEE ALSO Agency Rules, Policies and Procedures - Working Files, 1.1.071.		
1.1.071	701.038b	<b>Agency Rules, Policies, and Procedures - Working Files</b> Working files used in the development of manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects.	AC + 3		AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures.  SEE ALSO Records Series Item Number 1.1.070.		
1.1.072	701.038c	<b>Public Information Reports</b> Reports made to Texas Office of the Attorney General on an agency's Public Information Act activities.	2		2				

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total	9. Remarks				
1.1.073	701.038d	<b>Administrative Hearings</b> Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC+3	3	AC+6	R	AC = Last action.			
1.1.074	701.038e	<b>Sunset Review Report and Documentation</b>	AC +3		AC +3	R	AC = After the subsequent Sunset Review.			
1.1.075	701.038f	<b>Alternative Dispute Resolutions - Final Agreement</b> Final agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC+4		AC+4		AC = Date of final agreement. Texas Civil Practice and Remedies Code, Chapter 154.071.			
1.2.001	701.039	<b>Destruction Authorizations</b> Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE+3		FE+3					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded		



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Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
701		Texas Education Agency							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.2.003	701.040	<b>Forms History File</b> Print masters of original version and all subsequent revisions to an agency form, including any associated design or design modification requests.	AC+1		AC+1		AC = Discontinuance of use of form.		
1.2.004	701.041	<b>Forms Inventory</b> Any periodic listing of all forms used internally or externally by an agency.	US		US				
1.2.005	701.042	<b>Records Retention Schedule (SLR 105)</b> Agency copy. Formerly RMD 105. Includes documentation of certification and approval - forms SLR 105C (formerly RMD 105C), and/or other forms designated by the State Records Administrator.	US		US		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.		
1.2.006	701.043	<b>Records Transmittal Forms</b> Agency copy (includes RMD 101, Tx-R-5, 306-58-1, and Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC + 2		AC + 2		AC = Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
1.2.008	701.044	<b>Request for Authority to Dispose of State Records (RMD 102)</b> Agency copy.	FE + 3		FE + 3		Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.			
1.2.010	701.045	<b>Records Disposition Logs</b> Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library and Archives Commission, showing records series title, dates of records, and date destroyed or transferred.	10		10					
1.2.011	701.046	<b>Record Center Storage Approval Forms (RMD 106)</b> Agency copy.	US		US					
1.2.012	701.047	<b>Records Inventory Worksheets</b>	US		US					
1.2.013	701.048	<b>Records Control Locator Aids</b> Includes indexes, card files, shelf lists, registers, guides, etc.	AC		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.			

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.2.014	701.049	<b>Records Management Plans</b> Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US + 1		US + 1				
1.2.015	701.050a	<b>Disaster Recovery Service Transmittals (RMD 109)</b> Also includes documentation for disaster recovery services provided by other entities.	FE +1		FE +1				
1.2.016	701.050b	<b>Disaster Recovery Service Approval Form (RMD 113)</b> Agency copy of form.	AC		AC		AC = Until superseded or termination of service.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 28 of 75

2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.3.001	701.051	<p><b>State Publications</b></p> <p>One copy of each state publication as defined on page xi of the introduction of this schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (see item number 1.1.058) also meets the definition, but it must be retained permanently; item numbers 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC + 6.</p>	AC + 2		AC + 2	<p>AC = Until superseded or obsolete. CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code §§441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention.</p> <p>For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
1.3.002	701.052	<b>Publication Development Files</b> Background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV		AV	R			
2.1.001	701.053	<b>Processing Files</b> Machine-readable files used in the creation, utilization, and updating of master files.	AC		AC		AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.  CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.		

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



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Records Retention Schedule

SLR 105

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.002	701.054	<p><b>Master Files</b> Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.</p>	AC		AC	<p>AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction updates, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.</p> <p>CAUTION: Records management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.1.007	701.055	<b>Software Programs</b> Automated software applications and operating system files including job control language, program listing/source code, etc.	AC		AC	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. 13 TAC 6.94.  CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.			
2.1.008	701.056	<b>Hardware Documentation</b> Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read. 13 TAC 6.94.  CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.			

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

SLR 105

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1. Page 32 of 75

2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

2.1.009	701.057	<p><b>Technical Documentation</b></p> <p>Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	AC		AC	<p>AC = Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read. 13 TAC 6.94.</p> <p>CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
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Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
2.1.010	701.058	<b>Audit Trail Records</b> Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of online updates to application files or security logs.	AC		AC		AC = All audit requirements have been met.			
2.1.011	701.059	<b>Finding Aids, Indexes, and Tracking Systems</b> Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		AC		AC = The related records have been destroyed.  CAUTION: These records must carry the same retention period and archival code of the records they support.			
2.2	701.243	<b>Enterprise Data Management Files</b>	5	5	10					
2.2	701.244	<b>Public Education Information Management System (PEIMS) Assessment Project Files</b>	AV		AV		Data Collection and quality assurance.			
2.2.001	701.060	<b>System Monitoring Records</b> Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV		AV					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.2.002	701.061	<b>Chargeback Records to Data Processing Services Users</b> Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE + 3		FE + 3				
2.2.004	701.062	<b>Computer Job Schedules and Reports</b> Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	3 Months		3 Months				
2.2.101	701.063	<b>Data Processing Policies and Procedures</b> Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US +3		US +3		CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. SEE item number 2.1.009.		
2.2.011	701.064	<b>Batch Data Entry Control Records</b> Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC		AC		AC = When reconciliation confirmed.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist			



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*Form SLR 105C must accompany this form.*

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
2.2.012	701.065	<b>Output Records for Computer Production</b> Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AC		AC				
2.2.013	701.066	<b>Quality Assurance Records</b> Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC		AC = No longer needed as an audit trail for any records modified.		
2.2.014	701.331	<b>Internet Cookies</b> Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV		The disposal of Internet cookies need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).		

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



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Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
2.2.015	701.332	<b>History Files - Web Sites</b> A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV		AV		The disposal of history files need not be documented through destruction authorizations (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).			
2.2.016	701.333	<b>Software Registrations, Warranties and License Agreements</b>	LA + 3		LA + 3					
3.1	701.305	<b>Organization and Membership-Past Members/TCDD</b>	10		10					
3.1	701.329	<b>Reduction-In-Force Papers</b>	10		10					
3.1	701.350	<b>Individual Personnel File – Active Employees</b> Records regarding individual employees, to include certifications, transcripts, disciplinary records, evaluations, personnel action forms, letters, classification information, equity change documentation, resumes, applications, employment verifications, and unemployment claim information	AC		AC		AC = Termination of employment  CAUTION: Do not destroy records at termination of employment. Records are to be classified under 701.352 and retained an additional 5 years.			

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1	701.351	<b>Individual Personnel Medical and Confidential File – Active Employees</b> Records regarding FMLA, insurance and benefits election, and workers' compensation information for individual employees	AC		AC	AC = Termination of employment	CAUTION: Do not destroy records at termination of employment. Records are to be classified under 701.352 and retained an additional 5 years.		
3.1	701.352	<b>Individual Personnel File – Terminated Employees</b> Records from agency items and are combined and maintained under this series after the individual employee terminates employment with the agency.	AC + 5		AC + 5	AC = Termination of employment			
3.1.001	701.067	<b>Applications for Employment - Not Hired</b> Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	2		2	29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].			

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



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SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name							
701		Texas Education Agency							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.002	701.068	<b>Applications for Employment – Hired (as part of active and terminated individual personnel file)</b> Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC +5		AC+5		AC = Termination of employment.		
3.1.006	701.069	<b>Employee Counseling Records</b> Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisory level except in those agencies with counseling staff.	AC + 3		AC + 3		AC = Termination of counseling.		
3.1.011	701.070	<b>Employee Insurance Records (as part of active individual medical and confidential file and individual personnel file for terminated employees)</b> Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC		AC		AC = Until superseded or termination of employment.  CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.		

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



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## Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.
			Agency	Storage	Total				
3.1.012	701.071	<b>Employment Opportunity Announcements</b> Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	2		2		29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities]		
3.1.013	701.072	<b>Employment Contracts</b>	AC + 4		AC + 4		AC = Expiration or termination of the contract according to its terms.		
3.1.014	701.073	<b>Employment Selection Records</b> Includes notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews, driving record and previous injury checks, pre-employment physical examinations, pre-employment drug screening test results, polygraph examination results; and all other records that document the selection process.	2		2		29 CFR 1602.31 [State Agencies] 29 CFR 1602.49(a) [State Universities].  CAUTION: Does not include criminal history checks. SEE item number 3.1.026.		
3.1.018	701.074	<b>Grievance Records</b> Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC + 2		AC + 2		AC = Final decision on the grievance.  CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE item number 1.1.048.		

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

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.019	701.075	<b>Performance Appraisals (as part of active and terminated employee personnel file)</b>	5		5		29 CFR 1620.32(c).		
3.1.020	701.076	<b>Personnel Corrective Action Documentation (as part of active and terminated employee personnel file)</b> Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC + 5		AC + 5		AC = Termination of corrective action.  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.		

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



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Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

3.1.021	701.077	<p><b>Personnel Disciplinary Action Documentation (as part of active and terminated employee personnel file)</b></p> <p>Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force, and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.</p>	AC + 5		AC + 5		AC = Termination of employment.		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	A – Transfer to State Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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## Records Retention Schedule

**SLR 105**

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.1.022	701.078	<b>Personnel Information or Action Forms (as part of active and terminated employee personnel file)</b> Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.	2		2		29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49(a) [State Universities].			
3.1.023	701.079	<b>Position/Job Descriptions</b> Job descriptions, including all associated task or skill statements, for positions in an agency.	AC + 4		AC + 4		AC = Until superseded or job eliminated. 40 TAC 815.106(i).			
3.1.024	701.080	<b>Physical Examinations/Medical Reports</b> Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC + 2		AC + 2		AC = Until superseded or termination of employment.  CAUTION: Does not include pre-employment physical examinations. SEE item number 3.1.014.			

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



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Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.026	701.081	<b>Criminal History Checks</b> Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC		AC		AC = The criminal history record has served the immediate purpose for which it was obtained.  CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.		
3.1.027	701.082	<b>Training and Educational Achievement Records (Individual) (as part of active and terminated employee personnel file)</b> Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee.	AC + 5		AC + 5		AC = Termination of employment.		

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



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## Records Retention Schedule

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2. Agency Code		3. Agency Name							
701		Texas Education Agency							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.029	701.083	<b>Employment Eligibility, Documentation or Verification of</b> Federal reporting form (INS I-9).	AC + 1		AC + 1	AC = Termination of employment. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).  CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.			
3.1.031	701.084	<b>Employee Benefits - Other than Insurance</b> Agency copies of information relating to the selection of available benefit options other than insurance.	AC + 2		AC + 2	AC = Until superseded or termination of Employment  CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number 3.2.001.			
3.1.034	701.085	<b>Resumes - Unsolicited</b> Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV		AV	SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.			

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



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## Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.1.036	701.087	<b>Apprenticeship Records</b> Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	5		5		29 CFR 30.8(e). Includes interns.		
3.1.037	701.088	<b>Employee Recognition Records</b> Awards, incentives, tenure, etc.	AC + 5		AC + 5		AC = Termination of employment.		
3.1.038	701.334	<b>Public Access Option Form (as part of active and terminated employee personnel file)</b> Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code §552.024.	US		US		SEE item number 3.3.011.		

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.2.001	701.089	<b>Employee Deduction Authorizations (as part of active and terminated employee personnel file)</b> Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC + 4		AC + 4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.			
3.2.002	701.091	<b>Employee Earnings Records</b>	4		4		40 TAC 815.106(i).			
3.2.003	701.091	<b>Federal Tax Records</b> Includes 1099, W-2, FICA, and other tax records.	AC + 4		AC + 4		26 CFR 31.6001 - 1(e)(2). AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.			
3.2.004	701.092	<b>Income Adjustment Authorizations</b> Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	2		2		29 CFR 516.6(c).			
3.2.005	701.093	<b>W-4 Forms</b> Employer's copy of "Employees' Withholding Exemption Certificate."	AC + 4		AC + 4		26 CFR 31.6001-1 (e)(2). AC = Until superseded, obsolete, or upon separation of employee.			
3.2.006	701.094	<b>Wage Rate Tables</b>	2		2		29 CFR 516.6(a)(2).			

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



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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

3.2.007	701.095	<b>Unemployment Compensation Records</b>	AC + 5		AC + 5			
3.2.008	701.096	<b>Direct Deposit Application/Authorizations</b>	US		US			
3.2.009	701.097	<b>State Deferred Compensation Records</b>	AC + 5		AC + 5		AC = All accounts with a vendor or vendors for the individual participant have been closed. For instructions regarding the determination of the closure of accounts and for additional information regarding the retention period see the most current edition of the <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.	
3.2.010	701.098	<b>Human Resources Information System (HRIS) Reports</b> Includes supporting documentation.	AC + 4		AC + 4			
3.3.001	701.099	<b>Affirmative Action Plans</b> Affirmative action plans for both regular employees and apprenticeship programs.	5		5		29 CFR 30.8(e) for apprenticeship plans.	
3.3.004	701.100	<b>Benefit Plans</b> Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US + 1		US + 1		29 CFR 1627.3(b)(2).	

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



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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.3.010	701.101	<b>Labor Statistics Reports</b> Reports providing statistical information on labor force.	3		3					
3.3.011	701.102	<b>Former Employee Verification Records</b> Minimum information needed to verify employment, includes name, social security number, exact dates of employment, last known address and most recent public access option form.	AC + 75		AC + 75		AC = Termination of employment. SEE item number 3.1.038.			
3.3.015	701.103	<b>Positions/Job Classification Review File</b> Records relating to review and monitoring of job classifications within an agency.	US + 3		US + 3					
3.3.020	701.104	<b>Work Schedules/Assignments</b> Work, duty, shift, crew, or case schedules, rosters, or assignments.	1		1					
3.3.022	701.105	<b>Texas Workforce Commission (TWC) Reports</b> Reports to the agency from TWC or its predecessor pertaining to employees.	3		3					

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



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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.023	701.106	<b>Reimbursable Activities, Requests and Authorizations to Engage in</b> Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE + 3		FE + 3		NOTE: Documents maintained in division offices		
3.3.024	701.107	<b>Personnel Policies and Procedures</b> Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US + 3		US + 3				
3.3.025	701.108	<b>Job Procedure Records</b> Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US + 3		US + 3				

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



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## Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
3.3.026	701.109	<b>Agency Staffing Reports</b> Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US + 3		US + 3				
3.3.027	701.110	<b>Aptitude and Skills Tests</b> Aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer.	US + 2		US + 2	29 CFR 1602.31 [State Agencies] 29 CFR 1602.49 [State Universities]  CAUTION: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.			
3.3.028	701.111	<b>Aptitude and Skills Tests (Test Papers)</b> Aptitude and skills test papers of job applicants or of current personnel taking a test to qualify for promotion or transfer.	2		2	29 CFR 1602.31 [State Agencies] 29 CFR 1602.49 [State Universities].			
3.3.029	701.112	<b>Aptitude and Skills Tests (Validation Records)</b> Records of the validation of aptitude and skills tests.	AC + 2		AC + 2	29 CFR 1602.31 [State Agencies]. 29 CFR 1602.49 [State Universities] AC = As long as the test is used by the agency			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
3.3.030	701.113	<b>Training Administration Records</b> Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US + 2		US + 2		CAUTION: Does not include hazardous material training records. SEE item number 5.4.007.		
3.3.031	701.114	<b>EEO Reports and Supporting Documentation</b> Includes documentation used to complete EEO reports.	3		3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.3.032	701.115	<b>Equal Pay Records</b> Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	3		3		29 CFR 1620.32(c).		
3.3.033	701.353	<b>Human Resources Administration Records</b> Includes vacant/deleted PAFs, other operational records that do not support another series.	FE + 2		FE + 2				

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
3.4.001	701.116	<b>Accumulated Leave Adjustment Requests</b> Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances on August 31, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE + 3		FE + 3					
3.4.002	701.117	<b>Leave Status Reports</b> Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE + 3		FE + 3					
3.4.003	701.118	<b>Less Than Full-Time Worked Reports</b> Dates and hours.	4		4		40 TAC 815.106(i).			
3.4.004	701.119	<b>Overtime Authorizations</b>	2		2					
3.4.005	701.120	<b>Overtime Schedules</b>	2		2					
3.4.006	701.121	<b>Time Cards and Time Sheets</b>	4		4		40 TAC 815.106(i).			
3.4.007	701.122	<b>Time Off and/or Sick Leave Requests</b>	FE + 3		FE + 3					
3.4.008	701.123	<b>Sick Leave Pool Documentation</b> Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3		FE + 3					
4.1	701.314	<b>Bond Guarantee Program-Bond Issuance Files</b>	AC + 3		AC + 3		AC=Matured or refunded			

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			
4.1	701.315	<b>External Manager Investment Files</b>	PM		PM	Valuable for life of Permanent School Fund		
4.1	701.316	<b>Investment Portfolio Performance Reports</b>	PM		PM	Valuable for life of Permanent School Fund		
4.1.001	701.124	<b>Accounts Payable Information</b>	FE + 3		FE + 3			
4.1.002	701.125	<b>Billing Detail</b>	FE + 3		FE + 3	CAUTION: Does not include long distance telephone billing detail. SEE item numbers 5.5.001, 5.5.006, and 5.5.007.		
4.1.003	701.126	<b>Canceled Checks/Stubs/Warrants/Drafts</b>	FE + 3		FE + 3			
4.1.004	701.127	<b>Encumbrance Detail</b>	FE + 3		FE + 3			
4.1.005	701.128	<b>Inventory and Other Cost Files</b> Production, job, labor, quotes, pricing, specifications, etc.	FE + 3		FE + 3			
4.1.006	701.129	<b>Investment Transaction Files</b>	FE + 3		FE + 3			
4.1.007	701.130	<b>Transfers or Budget Revisions</b> Transfers or adjustment to budgets.	FE + 3		FE + 3			
4.1.008	701.354	<b>Electronic Fund Transfers</b> Direct Deposit Registers.	FE + 3		FE + 3			
4.2.001	701.131	<b>Cash Deposit Vouchers</b> Cash deposit slips.	FE + 3		FE + 3			

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



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Records Retention Schedule

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Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.2.002	701.132	<b>Cash Receipts</b> Includes receipts for fees (permits, licenses, renewals, etc.).	FE + 3		FE + 3				
4.2.003	701.133	<b>Daily Cash Receipts Logs</b>	FE + 3		FE + 3				
4.2.004	701.134	<b>Encumbrance Vouchers</b> Orders, statements, change orders, etc.	FE + 3		FE + 3				
4.2.005	701.135	<b>Purchase Vouchers</b> Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determinations, etc.	FE + 3		FE + 3				
4.2.006	701.136	<b>General Journal Vouchers</b>	FE + 6		FE + 6				
4.2.007	701.137	<b>Expenditure Vouchers</b> Travel, payroll, etc.	FE + 6		FE + 6				
4.3.001	701.138	<b>Sales Journals or Registers</b>	FE + 3		FE + 3				
4.3.002	701.139	<b>Receipts Journals or Registers</b>	FE + 3		FE + 3				
4.3.003	701.143	<b>Accounts Payable Ledgers</b>	FE + 3		FE + 3				
4.4.004	701.144	<b>Employee Savings Bond Ledgers</b>	FE + 3		FE + 3				
4.5	701.309	<b>School Financial Audit Investigation Records</b>	PM		PM				
4.5	701.317	<b>Annual Report of the Permanent School Fund</b>	PM		PM				

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
4.5	701.313	<b>Permanent School Fund Investment Administration Records</b> Includes correspondence, financial statements, reports, analytical products, research conducted in support of managing the public fund endowment.	PM		PM				
4.5	701.341	<b>Summary of Finance</b> Detailed reports of State Funding to individual school districts and charter schools	FE + 4	6	FE + 10				
4.5.001	701.145	<b>Worksheets for Preparing Fiscal Reports</b>	FE + 3		FE + 3				
4.5.002	701.146	<b>Internal Fiscal Management Reports</b> Includes agency monthly budget reports.	FE + 3	4	FE + 7				
4.5.002	701.347	<b>Time and Effort Reports</b>	FE + 7		FE + 7				

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name						10.		11.
701		Texas Education Agency						106 No.		TSLAC ONLY Amend. No.
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
4.5.003	701.147	<b>Annual Financial Reports</b> Required by the General Appropriations Act (100 Day Report).	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years.  CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.				
4.5.005	701.148	<b>External Fiscal Reports</b> Special purpose - i.e. federal financial reports, salary reports, etc. Includes HUB Reports.	FE + 3		FE + 3	Includes transportation reports from school districts.				
4.5.006	701.149	<b>Annual Operating Budgets</b> Required by the General Appropriations Act.	FE + 3		FE + 3					
4.5.007	701.336	<b>USAS Reports – Daily</b>	AC		AC	AC = Receipt and reconciliation of monthly report.				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code		3. Agency Name							10. 106 No.		11. TSLAC ONLY Amend. No.
701		Texas Education Agency									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
4.5.008	701.337	<b>USAS Reports - Monthly</b>	AC		AC		AC = Receipt and reconciliation of annual report.				
4.5.009	701.338	<b>USAS Reports - Annual</b>	FE + 3		FE + 3						
4.6.001	701.150	<b>Balancing Records</b>	FE + 3		FE + 3						
4.6.002	701.151	<b>Reconciliations</b>	FE + 3		FE + 3						
4.6.003	701.152	<b>Cash Counts</b>	FE + 3		FE + 3						
4.7	701.236	<b>Master Reading Teacher Grant Program Records</b>	AC + 3		AC + 3		AC=Satisfaction				
4.7	701.238	<b>Texas Reading Initiative Records</b>	5		5						
4.7	701.252	<b>Developmental Guidance Programs on Elem. Campuses for Students in At-Risk Situations</b>	3	2	5						
4.7	701.265	<b>Advanced Placement Exam Fee Reductions</b>	3	2	5						
4.7	701.271	<b>Successors in Interest to County Education District (CED) Files</b>	5		5		Includes financial information				
4.7	701.272	<b>Superintendent Buyout Files</b>	5		5						
4.7.001	701.153	<b>Accounting Policies and Procedures Manual</b>	US + 3		US + 3						
4.7.002	701.154	<b>Bank Statements</b>	FE + 3		FE + 3						
4.7.003	701.155	<b>Returned Checks/Warrants/Drafts (Uncollectable)</b>	AC + 3		AC + 3		AC = After deemed uncollectable.				
4.7.004	701.156	<b>Capital Asset Records</b>	LA + 3		LA + 3						
4.7.005	701.157	<b>Claim Files</b>	AC + 3		AC + 3		AC = Resolution of claim.				
4.7.006	701.158	<b>Comptroller Statements</b>	FE + 3		FE + 3						

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code		3. Agency Name						8. Archival		11. TSLAC ONLY Amend. No.	
701		Texas Education Agency									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			9. Remarks	10. 106 No.				
			Agency	Storage	Total						
4.7.007	701.159	<b>Detail Chart of Accounts</b> One for all accounts in use for a fiscal year.	FE + 3		FE + 3						
4.7.008	701.160	<b>Federal Grant Records</b> Includes award letters, formal correspondence. Does not include audits or investigations.	AC + 3		AC + 3		AC = Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common Rule).  CAUTION: Retention requirements may vary depending on the specific federal funding agency. Agencies must ensure that records are retained for the appropriate retention period.			A2	
4.7.008	701.161	<b>State Grant Records</b> Includes formal correspondence, policy letters, amendments, NOGAs, negotiation documents, monitoring records, compliance reviews. Does not include audits, investigations, or bill analysis.	AC + 7		AC + 7		AC= Satisfaction of all requirements  CAUTION: Retention requirements may vary depending on the funding agency. Agencies must ensure that records are retained for the appropriate retention period.				

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



# STATE OF TEXAS

## Records Retention Schedule

**SLR 105**

*Form SLR 105C must accompany this form.*

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. <b>TSLAC ONLY</b> Amend. No.
			Agency	Storage	Total			
4.7.008	701.237	<b>Title VII Proposals</b>	AC + 3		AC + 3	AC=End of grant period		
4.7.008	701.240	<b>Bilingual and English as a Second Language Records</b>	AC + 3		AC + 3	AC=End of grant period		
4.7.008	701.246	<b>Impact Aid Records</b>	AC + 3		AC + 3	AC=End of grant period		
4.7.008	701.248	<b>SAS (Standard Application system) Applications for NCLB</b>	AC + 3		AC + 3	AC=End of grant period NCLB (No Child Left Behind) Grant Applications		
4.7.008	701.330	<b>NCLB Program Files</b>	5		5	NCLB=No Child Left Behind		
4.7.009	701.248	<b>Fixed Asset Sequential Number Logs</b>	AC + 3		AC + 3			
4.7.010	701.162	<b>Long-Term Liability Records Bonds, etc.</b>	AC + 3		AC + 3	AC = Retirement of debt.		
4.7.011	701.163	<b>Texas Facilities Commission Statements (TFC)</b> Charge or bill statements received by agencies from the TFC for services provided.	FE + 3		FE + 3			
4.7.012	701.164	<b>Signature Authorizations</b> Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	US + FE + 3		US + FE + 3			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.1.001	701.165	<b>Contracts and Leases</b> Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, accepted bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence.	AC + 4		AC + 4		AC = Expiration or termination of the instrument according to its terms. SEE item number 5.2.028 for building construction contracts and item number 5.1.017 for contract logs.		A2
5.1.001	701.270	<b>Bank Depository Contracts</b>	AC + 4		AC + 4		District contracts with banks for depository services.  AC=Expiration or termination of the instrument according to its terms.		
5.1.003	701.166	<b>Delivery Reports</b>	2		2				
5.1.004	701.167	<b>Mail and Telecommunications Listings</b> Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US		US				
5.1.005	701.168	<b>Postage Records</b> Records and reports of postage expenses, including postal meter usage.	FE + 3		FE + 3				

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



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Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.1.007	701.169	<b>Requisitions for In-Agency or Inter-Agency Copy/Printing Service</b> Includes word processing and data processing.	AV		AV				
5.1.010	701.170	<b>Licenses and Permits for Non-vehicles</b> Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	AC + 2		AC + 2		AC=Expiration date of license or permit.		
5.1.011	701.171	<b>Photocopier and Telefax Usage Logs &amp; Reports</b>	AV		AV				
5.1.012	701.172	<b>Charge Schedules/Price Lists</b> Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US + 3		US + 3				
5.1.013	701.173	<b>Insurance Policies</b> For vehicles, equipment, etc.	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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## Records Retention Schedule

**SLR 105**

Form SLR 105C must accompany this form.

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2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.1.014	701.174	<b>Office Procedures</b> Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, print shop and photocopy ordering instructions.	US + 1		US + 1					
5.1.015	701.175	<b>Correspondence Tracking Records</b> Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.	1		1					
5.1.017	701.340	<b>Contract Log</b> List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 3		FE + 3					
5.2.001	701.176	<b>Appraisals - Building or Property</b>	AV		AV	R				
5.2.002	701.177	<b>Building Construction Project Files</b> Planning, design, and construction records; accepted and rejected bids; correspondence; etc.	AC + 10		AC + 10	R	AC = Completion of project. SEE ALSO item numbers 5.2.003 and 5.2.028.			

Retention Codes (Field 7)	Archival Codes (Field 8)
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Records Retention Schedule

SLR 105

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

5.2.003	701.178	<b>Building Plans and Specifications</b> Includes architectural and engineering drawings, profiles, and blueprints.	State-owned: LA; Leased: AC + 2		State-owned: LA; Leased: AC + 2	R	AC: For leased buildings, AC = Termination or cancellation of lease. SEE ALSO item numbers 5.2.002 and 5.2.028.  ARCHIVES NOTE: Archival review designation is for state-owned buildings only.		
5.2.004	701.179	<b>Building Space Requests</b>	1		1				
5.2.005	701.180	<b>Calibration Records (Equipment or Instrument)</b>	10		10				
5.2.006	701.181	<b>Property Destruction, Certificates of</b>	FE + 3		FE + 3				
5.2.007	701.182	<b>Damage Reports</b> Reports of damage to state property.	FE + 3		FE + 3				
5.2.008	701.183	<b>Equipment History File; Equipment Service Agreements</b> Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA + 3				

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

**SLR 105**

*Form SLR 105C must accompany this form.*

1. Page 64 of 75

2. Agency Code		3. Agency Name								
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.2.009	701.184	<b>Equipment Inventory Detail Report Forms</b> Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3					
5.2.010	701.185	<b>Equipment Manuals</b>	LA		LA					
5.2.011	701.186	<b>Equipment Warranties</b>	AC + 1		AC + 1		AC=Expiration of warranty.			
5.2.012	701.187	<b>Estimate Files (Supply and Repair Cost Estimates)</b>	1		1					
5.2.014	701.188	<b>Inventory - Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3					
5.2.015	701.189	<b>Inventory, Notices of Equipment Removed From</b>	FE + 3		FE + 3					
5.2.016	701.190	<b>Inventory System Update Listings</b> Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC		AC = Transfer of information into annual listing.			
5.2.008	701.183	<b>Equipment History File; Equipment Service Agreements</b> Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA + 3		LA + 3					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



# STATE OF TEXAS

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.2.009	701.184	<b>Equipment Inventory Detail Report Forms</b> Updates agency portion of the inventory listing and adds, changes, transfers, or deletes items from inventory.	FE + 3		FE + 3				
5.2.010	701.185	<b>Equipment Manuals</b>	LA		LA				
5.2.011	701.186	<b>Equipment Warranties</b>	AC + 1		AC + 1		AC=Expiration of warranty.		
5.2.012	701.187	<b>Estimate Files (Supply and Repair Cost Estimates)</b>	1		1				
5.2.014	701.188	<b>Inventory - Annual Physical</b> Property, equipment, supply verification.	FE + 3		FE + 3				
5.2.015	701.189	<b>Inventory, Notices of Equipment Removed From</b>	FE + 3		FE + 3				
5.2.016	701.190	<b>Inventory System Update Listings</b> Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC		AC = Transfer of information into annual listing.		
5.2.017	701.191	<b>Lost &amp; Stolen Property Reports</b>	FE + 3		FE + 3				
5.2.018	701.192	<b>Quality Control Reports</b>	2		2				
5.2.019	701.193	<b>Service Orders</b> Agency copy of forms completed by mechanical service personnel for installation or repair. Includes billing code, service, labor, parts, and remarks.	1		1				

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



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2. Agency Code		3. Agency Name						10. 106 No.		11. TSLAC ONLY Amend. No.
701		Texas Education Agency								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.2.020	701.194	<b>Supply Usage Records</b>	FE + 1		FE + 1					
5.2.021	701.195	<b>Surplus Property Sale Reports</b>	FE + 3		FE + 3					
5.2.022	701.196	<b>Utility Usage Reports</b>	AV		AV					
5.2.023	701.197	<b>Year-to-Date Activity (Inventory Listing)</b> Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE + 3		FE + 3					
5.2.024	701.198	<b>Material Specifications</b>	AC + 2		AC + 2		AC=Material is no longer in the agency.			
5.2.025	701.199	<b>Equipment Descriptions and Specifications</b>	AC + 2		AC + 2		AC=Equipment is no longer in the agency.			
5.2.026	701.200	<b>Facilities Reservation Logs</b> Reservation logs or similar records relating to the use of agency facilities such as meeting rooms, auditoriums, etc.	2		2					
5.2.027	701.201	<b>Space Utilization Reports</b>	AV		AV					
5.2.028	701.202	<b>Building Construction Contract and Inspection Records</b> Building construction contracts, surety bonds, and inspection records.	LA + 10		LA + 10	R	SEE ALSO item numbers 5.2.002 and 5.2.003.			
5.3.002	701.203	<b>Freight Bills Paid</b>	FE + 3		FE + 3					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
5.3.003	5.3.003	<b>Freight Claims</b>	AC + 2		AC + 2	AC = Resolution of claim.			
5.3.007	701.205	<b>Order - Acknowledgments</b>	AV		AV				
5.3.005	701.206	<b>Packing Slips</b>	AV		AV				
5.3.007	701.207	<b>Bid Documentation</b> Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulation/evaluations.	FE + 3		FE + 3	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. SEE item number 5.1.001 and 5.2.028.			
5.3.008	701.208	<b>Purchasing Logs</b> Log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3		FE + 3				
5.3.009	701.209	<b>Requests for Information</b> Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC	AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	A – Transfer to State Archives R – Review by State Archivist
CE – Calendar Year End FE – Fiscal Year End	
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2. Agency Code		3. Agency Name						8. Archival		10.	11.
701		Texas Education Agency									<b>TSLAC ONLY</b>
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			9. Remarks	10. 106 No.	11. Amend. No.			
			Agency	Storage	Total						
5.4.001	701.210	<b>Accident Reports and Associated Documentation</b> Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the Texas Department of Insurance or its predecessors or maintained internally on accident frequency.	CE + 5		CE + 5	29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.					
5.4.002	701.211	<b>Evacuation Plans</b> Plans for evacuation of agency facilities in cases of emergency.	US		US						
5.4.003	701.212	<b>Inspection Records</b> Fire, safety, and other inspection records of agency facilities and equipment.	AC + 3		AC + 3	AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.  CAUTION: Does not include inspection reports of building construction. SEE item number 5.2.028.					
5.4.003	701.213	<b>Fire Orders</b> Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3		AC + 3	AC = Deficiency corrected.					

Retention Codes (Field 7)				Archival Codes (Field 8)	
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total				9. Remarks
5.4.007	701.210	<b>Hazardous Materials Training Records</b> Records of training given employees in an agency hazard communications program.	CE + 5		CE + 5	Texas Health and Safety Code, 502.009(g).			
5.4.008	701.215	<b>Hazard Communication Plans</b>	US +5		US + 5	Texas Health and Safety Code, 502.009(g).			
5.4.009	701.216	<b>Workplace Chemical Lists</b>	30		30	Texas Health and Safety Code, 502.005(d).			
5.4.010	701.217	<b>Material Safety Data Sheets</b>	AC		AC	AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
5.4.011	701.218	<b>Visitor Control Registers</b> Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	3		3				
5.4.012	701.219	<b>Security Access Records</b> Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC + 2		AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever is sooner.			
5.4.013	701.220	<b>Disaster Preparedness and Recovery Plans</b>	US		US				

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Records Retention Schedule

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				
5.5.001	701.221	<b>Billing Detail - Telecommunications (Other Than TEX-AN)</b> In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		SEE item number 5.5.006 for TEX-AN billing detail.		
5.5.002	701.222	<b>Long Distance Telephone Logs</b> Long distance logs created by agencies for internal documentation purposes. Includes any similar logs created for long distance facsimile or electronic transmissions.	AV		AV				
5.5.003	701.223	<b>Station Activity Reports</b> Internal listing of incoming/outgoing telephone activity to individual telephone stations.	AV		AV				
5.5.004	701.224	<b>System Activity Reports</b> Internal listing of all incoming/outgoing agency telephone activity.	AV		AV				

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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	R – Review by State Archivist	



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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					
5.5.006	701.225	<b>Billing Detail - Telecommunications (TEXAN)</b> In addition to summary detail, includes any accompanying detailed listing of long distance calls.	FE + 3		FE + 3		The billing agency will maintain all long distance TEX-AN records and will provide each using agency its bill summary of centralized capitol complex telephone service without call detail records. For these bill summaries, SEE item number 4.7.011. SEE item number 5.5.001 for billing detail from carriers other than TEX-AN.			
5.5.007	701.226	<b>Disputed Call Documentation</b> Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	FE + 3		FE + 3					
5.6.003	701.227	<b>Inspection Repair and Maintenance Records - Vehicles</b>	LA + 1		LA + 1					
5.6.004	701.228	<b>License and Driving Record Checks</b>	AC		AC		AC = Until superseded or until termination of employment.			
5.6.005	701.229	<b>Vehicle Use Reports</b> Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE + 3		FE + 3					
5.6.007	701.231	<b>Vehicle Titles &amp; Registrations</b>	LA		LA					
5.6.009	701.232	<b>Parking Permits or Assignments</b>	US		US					

Retention Codes (Field 7)						Archival Codes (Field 8)			
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

6.0	EP 6.0.100	<b>Educator Testing Summary Report – Extract file for Accountability System for Educator Preparation (ASEP)</b>	PM		PM	Approved under State Board for Educator Certification (SBEC) (Includes Title 2 reports to the US Department of Education from 2000 forward in electronic format)		
6.0	EP 6.0.200	<b>Certification Production Database (CRTP)</b>	PM		PM	Approved under State Board for Educator Certification (SBEC) (Includes Legislative Budget Board Graduate Certification Rates for public institutions in electronic format)		
6.0	EP 6.0.300	<b>Testing Participation Information Demographics (PID)</b>	PM		PM	Approved under State Board for Educator Certification (SBEC)		
6.0	EP 6.0.400	<b>Educator Certification Testing Results.</b> Formerly known as Teacher Certification Testing Results (TCT)	PM		PM	Approved under State Board for Educator Certification (SBEC)		
6.0	EP 6.0.500	<b>Educator Certification Testing Production Data</b> Formerly known as Teacher Certification Testing Production Data (TCTP)	PM		PM	Approved under State Board for Educator Certification (SBEC)		
6.0	EP 6.0.600	<b>Educator Certification Test Materials</b> Individual examinees' test items	AC + 1		AC + 1	AC=After completion of test Approved under State Board for Educator Certification (SBEC)		

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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

6.0	701.324	<b>NCATE visits – individual school test results</b>	AC + 3		AC + 3	National Council for Accreditation of Teacher Education (NCATE)		
6.0	701.325	<b>Continuing Educator Professional providers</b>	AC + 50		AC + 50	Database		
6.0	701.326	<b>Individual teacher program inquiries – not through the formal Public Information Request process (PIRTS)</b>	5		5	PIRTS=Public Information Request Tracking System		
6.0	701.343	<b>Teacher Preparation Training- registration records</b>	3		3	Includes sign-in sheets for teacher prep staff and school district staff who attend training		
7.0	EC 7.0.100	<b>Educator Preparation Approved Programs Correspondence.</b> Formerly known as Teacher Education approved programs correspondence	AC + 3	47	AC + 50	AC=Upon issuance of certificate Approved under State Board for Educator Certification (SBEC)		
7.0	EC 7.0.200	<b>Educator Preparation Approved Program Processing Files</b> Formerly known as Teacher Education Approved Programs Processing Files. Certificate database.	AC + 50		AC + 50	AC=Upon issuance of certificate Approved under State Board for Educator Certification (SBEC)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.	
			Agency	Storage	Total					

7.0	EC 7.0.300	<b>Index to Educator Preparation Approved Programs</b> Formerly known as Index to Teacher Education Approved Programs. Certificate database.	AC + 50		AC + 50	AC=Upon issuance of certificate Approved under State Board for Educator Certification (SBEC)		
7.0	EC 7.0.400	<b>Fee Remittance Forms by School District</b>	FE + 3	2	FE + 5	Approved under State Board for Educator Certification (SBEC)		
7.0	EC 7.0.610	<b>Teacher Certification Records – Microfilm Backups</b>	AC	80	AC + 80	AC=Certification Issued	#06-701-004	
7.0	EC 7.0.620	<b>Certification Records – Paper Input Documents</b>	AC + 1		AC + 1	AC=Certification Issued		
7.0	EC 7.0.630	<b>Teacher Certification Records – Electronic</b>	AC	80	AC + 80	AC=Certification Issued (Includes Adult Education Certification documentation records)		
7.0	EC 7.0.710	<b>Requests for Certification Information (Record copy)</b>	AC + 6 months		AC + 6 months	AC=After request fulfilled Approved under State Board for Educator Certification (SBEC)		
7.0	EC 7.0.720	<b>Requests for Certification Information (Imaged workflow file)</b>	AC + 80		AC + 80	AC=After request fulfilled Approved under State Board for Educator Certification (SBEC)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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2. Agency Code <b>701</b>		3. Agency Name <b>Texas Education Agency</b>							
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

8.0	IE 8.0.100	<b>Complaint Records – Certificate Holders</b> Complaints with sanctions concerning certificate holders, applicants or other individuals under agency jurisdiction	AC	80	AC + 80	AC=After disposition		
8.0	IE 8.0.200	<b>Complaint Records without Sanctions</b> Complaints concerning certificate holders, applicants, or others under agency enforcement jurisdiction that did not result in sanctions against the certificate holder.	AC + 1	39	AC + 40	AC=After disposition of complaint Approved under State Board for Educator Certification (SBEC)		
8.0	IE 8.0.300	<b>Educator Investigation Records</b> Superintendent report or complaint not resulting in an investigation	AC + 3	7	AC + 10	AC=After disposition		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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