

July 14, 2015

Ms. Claire Bugen
Superintendent
Texas School for the Deaf
1102 S. Congress Ave.
Austin, TX 78764

RE: Agency records retention schedule approved for use

Dear Ms. Bugen:

Your agency's records retention schedule is approved for use as of July 10, 2015. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **July 2020**.

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Marianna Symeonides, at 512-463-5448 or msymeonides@tsl.texas.gov.

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

Sincerely,



Craig Kelso
Director and State Records Administrator

cc: State Auditor, State Archivist, Claire Bugen



State and Local
Records Management

P.O. Box 12927
Austin, Texas
78711.2927

4400 Shoal Creek Blvd.
Austin, Texas
78756

www.tsl.texas.gov

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Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.772/772



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 772

Agency Name Texas School for the Deaf

(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 Claire Bugen

Name (Print or type) Claire Bugen

Date 1/11/2011

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. Hinkelberg
Name (Print or type)
Date 07-10-15

Cert/Recert No. 6 Amendment No.

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

2. Agency Code 772		3. Agency Name: Texas School for the Deaf						
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			Agency	Storage	Total			
	ARO 1	Prospective Student Files	AC	1	AC+1	AC= when student is first enrolled at Texas School for the Deaf, or three years after admission is denied or last contact takes place.		
	ARO 3	Student Files	AC	7	AC + 7	AC = when student leaves school or no longer eligible to attend Texas School for the Deaf.		

Retention Codes (For Field 7)				Archival Codes (For Field 8)	
AC-After Closed, Terminated	CE-Calendar Year End	LA-Life of Asset	PM-Permanent	I-Transfer to Agency Archives	R-Review by state archives
AV-As Long as Administratively Valuable	FE-Fiscal Year End	MO-Months	US-Until Superseded	A-Transfer to State Archives	O-Review by agency archives



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			Agency	Storage	Total	9. Remarks	106 No.		
	ARO 4	Permanent Student Record	PM		PM				
	ARO 5	Report Cards	AC+1		AC+1				
4.4.001	ASB 01	General and Subsidiary Ledger	FE+1	2	FE+ 3	O			

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4.7.008	ASB 02	Federal Fund Grant Records	AC+1	3	AC+4	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.			
4.2.005	ASB 03	Purchase Vouchers	FE+1	2	FE+ 3	Contains Billing Detail – Telecommunications (TEX-AN) (RRS 5.5.006) and Disputed Call Documentation (RRS 5.5.007)			
4.1.004	ASB 04	Encumbrance Records	FE+1	2	FE+ 3				
4.7.002	ASB 05	Bank Statements	FE+1	2	FE+ 3				

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4.1.003	ASB 06	Canceled Checks	FE+1	2	FE+ 3				
4.2.007	ASB 07	Travel Vouchers	FE+1	2	FE+ 3	Includes Travel Authorization Requests			
4.2.002	ASB 08	Cash Receipts	FE+1	2	FE+ 3				
4.2.003	ASB 09	Cash Receipt Log	FE+1	2	FE+ 3				
4.5.002	ASB 10	Internal Fiscal Management Reports	FE+1	2	FE+ 3				
4.6.002	ASB 11	Reconciliations	FE+1	2	FE+ 3				
4.6.001	ASB 12	Trial Balances	FE+1	2	FE+ 3				
5.2.014	ASB 13	Inventory Sheets	FE+1	2	FE+ 3				
4.2.005	ASB 15	Vendor Files, Purchasing	FE+1	2	FE+ 3				

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5.3.007	ASB 16	Invitation For Bids	FE+1	2	FE+ 3				
4.3.003	ASB 17	Expenditures	FE+1	2	FE+ 3				
4.7.006	ASB 18	Comptroller Reports	FE+1	2	FE+ 3				
5.2.002	ASB 19	Construction Records	AC	10	AC + 10	R			
	ASB 20	School Lunch Records	FE+1	4	FE+ 5				
3.2.004	ASB 21	Payroll Changes	FE+1	3	FE+ 4				
4.5.006	ASB 22	Budget	FE+1	2	FE+ 3				
3.2	ASB 23	Prior State Service	FE+1	2	FE+ 3				

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3.2.002	ASB 24	Payroll Detail Sheets	4		4				
3.4.008	ASB 25	Sick Leave Pool Subsidiary Ledger	FE+1	2	FE+ 3				
3.4.006	ASB 27	Time Sheets	4		4				
3.2.005	ASB 28	W-4 Forms	US	4	AC + 4				
3.2.003	ASB 29	Federal Tax Records	AC + 1	3	AC + 4	R			
3.2.001	ASB 30	Deduction Authorizations	AC	4	AC+4				
3.2.008	ASB 31	Direct Deposit Authorizations	US		US				
4.4.004	ASB 32	U. S. Savings Bonds Records (Payroll Deduction Plan)	FE+1	2	FE + 3				

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	ASB 35	Investment Companies	US		US	Vendor information.			
4.2.003	ASB 36	Cash Records	FE+1	2	FE+ 3	Contains student information.			
4.2.001	ASB 37	Deposit Slips	FE+1	2	FE+ 3				
4.4	ASB 39	Student Trust Funds Subsystem	FE+1	6	FE+ 7	Contains student banking information.			
2.2.011	ASB 40	General Batch Control Log	AC		AC	AC = When reconciliation confirmed.			
5.2	ASB 41	Real Property Inventory, Capital Improvement	FE+1	2	FE+ 3				
5.2.009	ASB 44	Property Transfer Files	FE+1	2	FE+ 3				
5.2.009	ASB 45	Property Acquisition Exchange Notice	FE+1	2	FE+ 3	Form PA - 1.			
5.2.021	ASB 46	Surplus Property Records	FE+1	2	FE+ 3				
5.6.007	ASB 47	Vehicle Titles And Registrations	LA		LA	LA= Life of asset.			

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5.4.010	ASB 48	Material Safety Data Sheets	AC		AC			
3.3.022	ASB 49	Texas Workforce Commission Reports	3		3			
1.2.008	ASB 50	Records Disposal Authorizations	FE + 3		FE + 3	RMD 102		
4.5.001	ASB 51	Fiscal Work Papers	FE	3	FE + 3			
4.5.003	ASB 52	Annual Financial Report	AC+6		AC+6	AC = September 1 of odd-numbered calendar years.		
5.1.001	ASB 53	Contracts and Leases	AC	4	AC + 4	AC = Expiration or termination of the instrument according to its terms. SEE FP 2 for building construction contracts.		
5.2.020	ASB 54	Supply Usage Records	FE+1		FE+1			
	ASP 1	Student Activities	AV		AV	Information on programs and activities used by the After School Program.		

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			Agency	Storage	Total				
1.1.013	ASR 01	Calendars, Appointment and Itinerary Records	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 issued in December 1995 by the Attorney General.		
1.1.014	ASR 02	Legal Opinions and Advice	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 EX 03		

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1.1.020	ASR 03	Public Information Requests - Not Exempted	AC	1	AC + 1			
1.1.021	ASR 04	Public Information Requests - Exempted	AC	2	AC + 2			
1.1.023	ASR 05	Organization Charts	US		US	A		

<p><i>Retention Codes (For Field 7)</i></p> <p>AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded</p>	<p><i>Archival Codes (For Field 8)</i></p> <p>I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives</p>
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1.1.057	ASR 06	Transitory Information 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.~~~~~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; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.	AC		AC	AC = Purpose of record has been fulfilled.CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions.The disposal of transitory information need not be documented through or in records disposition logs (INF 4), but agencies should establish procedures governing disposal of these records as part of its records management plan.		
1.1.068	ASR 07	Reports on Performance Measures	AC	6	AC + 6	AC = September 1 of odd-numbered calendar years.		

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1.1.070	ASR 08	Agency Rules, Policies, and Procedures - Final	AC	3	AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Rules, Policies and Procedures - Working Files, ASR 09	
1.1.071	ASR 09	Agency Rules, Policies, and Procedures - Working Files	AC	3	AC + 3	R	AC = Completion or termination of program, rules, policies, or procedures. SEE ALSO Agency Item Number ASR 08.	

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2.1.008	ASR 10	Hardware Documentation	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.			
3.1.018	ASR 11	Grievance Records	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 EX 03			

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3.2.009	ASR 12	State Deferred Compensation Records	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 Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.			
3.3.024	ASR 13	Personnel Policies and Procedures	US	3	US + 3				
3.4.002	ASR 14	Leave Status Reports	FE	3	FE + 3				
3.4.004	ASR 15	Overtime Authorizations	2	2	4				
3.4.007	ASR 16	Time Off and/or Sick Leave Requests	FE	3	FE + 3				
4.1.005	ASR 17	Inventory and Other Cost Files	FE	3	FE + 3				
4.4.002	ASR 18	Accounts Receivable Ledgers	FE	3	FE + 3				

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4.4.003	ASR 19	Accounts Payable Ledgers	FE	3	FE + 3				
4.7.004	ASR 20	Capital Asset Records	LA	3	LA +3				
5.4.001	ASR 21	Accident Reports and Associated Documentation	CE	5	CE + 5	29 CFR 1904.33. The Texas Department of Insuranceretains copies of the reports submitted to it for 50 years.			
5.4.013	ASR 22	Disaster Preparedness and Recovery Plans	US		US				
5.5.001	ASR 23	Billing Detail - Telecommunications (Other Than TEX-AN)	FE	3	FE + 3	SEE item number ASB 03 for TEX-AN billing detail.			
	AT 1	Daily Register Of Pupil Attendance	AC	5	AC+5	AC= After entry of grades in academic achievement or cumulative record.			
	AT 2	Principal's And Superintendents's Report Of Pupil Attendance And Contract Hours	1	4	5				
	AT 3	Teacher Grade Books	AC	1	AC + 1	AC= End of school year.			
	AT 4	Student Schedules	1	4	5				

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	AT 5	Absence Reports	AC	5	AC + 5	AC= End of school year.			
	AT 6	Student Attendance Files	1	4	5				
	AT 7	Attendance Office Supporting Files	AC	5	AC + 5	Supporting documentation: documents excusing students for attending sports, tests or other activities; absence reports; rolls; warning letters; attendance summary sheets. AC= After student is no longer eligible to attend.			
	AT 8	Population And Average Daily Attendance Reports	FE	5	FE + 5				
	ATH 1	Athletic Awards	PM		PM				
1.1.063	ATH 2	Booster Club Records	AV	1	AV + 1	Meeting attendance and agenda records			
	ATH 3	Football Reports	AV		AV				

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	ATH 4	Sport Videos	AV		AV		Video Tape		
1.1.058	BD 1	Meeting Agendas & Minutes	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 BD 3 and BD 5 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency.</p>		

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			Agency	Storage	Total	9. Remarks	106 No.		
1.1.059	BD 2	Meetings, Certified Agendas or Tape Recordings of Closed	AC	2	AC + 2	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils. AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104 (a). SEE caution comment at item number 1.1.058.			

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

2. Agency Code 772		3. Agency Name: Texas School for the Deaf							
4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total	9. Remarks	106 No.		
1.1.060	BD 3	Board Minutes, Tape of Open	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 BD 1.			
1.1.026	BD 4	Texas Register Submissions including Open Meeting Notices	AC+1		AC+1	AC=Date of Publication in Texas Register			

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

2. Agency Code 772		3. Agency Name: Texas School for the Deaf							
4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				
1.1.062	BD 5	Meetings - Supporting Documentation	2		2	A	May include a number of media. SEE caution comment at item number BD 1.		
1.1.002	BD 7	Internal Audits and Internal Audit - Working Papers	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.		
	BD 9	Accreditation Reports Texas Education Agency., Conference of Educational Administrators of Schools & Programs for the Deaf	10	PM	PM	O	O=Transfer agency archives when micrographic copy available.		
	BH 1	Behavior Management Student Records	AC		AC		AC=After student is no longer eligible to attend.		
	BH 2	Detention Resource Logs	AC	1	AC + 1		AC=End of school year.		
	BH 3	Student Identifications	AV		AV		Photograph		

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

2. Agency Code 772		3. Agency Name: Texas School for the Deaf							
4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total	9. Remarks			
	CG 1	Counseling And Guidance Student Files	AC		AC	AC = when student graduates or is no longer eligible to attend Texas School for the Deaf.			
	CG 2	Suicide Threat Assessment Records	AC	7	AC + 7	AC = when student leaves school.			
1.1.069	CG 3	Counseling And Guidance Workload Records	1		1	Workload reports.			
	CG 5	Social History	AC	7	AC+ 7	AC = when student leaves school or no longer eligible to attend Texas School for the Deaf.			
1.1.069	ERCOD 1	Activity Files	1		1	Project Files			
1.3.002	ERCOD 2	Publications Work Papers	AV		AV	R			
	ESS 1	Referrals	AV		AV	Documents referring students to Student Services for counseling, assessment or other services.			
	ESS 2	Parent Education Records	FE		FE	FE = Fiscal Year End			

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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Records Retention Schedule

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4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total	9. Remarks			
	ESS 3	Student Staffing Team Report	3	7	10				
1.1.004	EX 02	Legislative Appropriation Requests	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.		

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

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4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				
1.1.048	EX 03	Legal Files	AC	1	AC + 1	R	AC = 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 (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

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4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend No.
			Agency	Storage	Total				
1.1.066	EX 04	Annual Report	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.		
1.1.063	EX 05	Coordinating Council ~~Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	1		1		Review for continuing administrative or historical value.		
1.1.063	EX 06	Management Team Minutes	1		1	O			
	EX 07	Volunteer Records	AC	5	AC + 5		AC= Upon employee termination.		
3.1.037	EX 08	Employee Awards	AC+5		AC+5		AC = Termination of employment.		
	EX 09	Visitor Accommodation Requests	FE	3	FE + 3				

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Records Retention Schedule

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			Agency	Storage	Total				
1.1.019	EX 10	News Releases	2		2	R			
5.2.002	EX 11	Campus Master Plan	AC	10	AC +10	R	Construction Plan. AC = Completion of project. SEE ALSO item numbers M 1.1 and FP 2.		
	EX 12	Board Member Files	AC + 6		AC + 6	O	Correspondence, communications Transfer when micrographic copy available. AC= After review for historical value.		
	EX 15	Photographs	PM		PM	O	Campus activities, etc. photographs that display permanent historic value		
1.1.002	EX 16	Reports, Audits--State Auditor	AC + 7		AC + 7		AC=Publication or release of final audit findings.		

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Records Retention Schedule

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			Agency	Storage	Total					
1.1.055	EX 16.1	Strategic Plans	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.			
5.2.002	FP 1	Construction Project Files	AC	PM	PM	R	AC = Completion of project. SEE ALSO item numbers M1.1, FP 2, EX 11, FP 1, ASB 16, ASB 19, M 5 and FS 5.			
5.2.028	FP 2	Building Construction Contract and Inspection Records	LA	10	LA+10	R	SEE ASB 53			
	FS 1	United States Department of Agriculture Documentation	FE + 5		FE+ 5		Information concerning meals served to certain classification of students.			

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Records Retention Schedule

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			Agency	Storage	Total				9. Remarks
	FS 2	Yearly Menus	FE + 5		FE+ 5				
	FS 3	Food Requests	FE + 5		FE+ 5		Requests for food to be taken from Food Services.		
5.4.003	FS 5	Health Inspection Reports	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 FP 1.		
	HC 1	Student Medical Records	AC	7	AC + 7		Contain dental or other x-rays. AC = Date of last treatment or patient reaches age 21, whichever later 22 TAC 165.1(b) Photograph		
	HC 2	Controlled Substance Logs	AC	3	AC + 3		AC = At end of school year.		
	HC 3	Employee Medical Treatment Record	1	4	5				

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			Agency	Storage	Total	9. Remarks	106 No.		
	HC 4	Health Center – Lists, Roster, Appointment Books	AC	5	AC + 5	AC=End of school year.			
	HC 5	Pharmacy Book	AC + FE	3	AC + FE +3	Prescription medications for specific students ordered from commercial pharmacy. AC = when book is filled.			
	HC 6	Student Psychiatric Records	AC	7	AC + 7	AC = After student graduates or is no longer eligible to attend.			
1.1.069	HC 7	Activity And Statistical Reports	1	2	3				
	HC 8	Health Center Medication Logs	AC	3	AC + 3	Medications. AC = End of school year.			
1.2.005	INF 1	Records Retention Schedule	US		US				

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			Agency	Storage	Total	9. Remarks	106 No.	
2.1.009	INF 2	Technical Documentation	AC		AC	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. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.		

Retention Codes (For Field 7)				Archival Codes (For Field 8)	
AC-After Closed, Terminated	CE-Calendar Year End	LA-Life of Asset	PM-Permanent	I-Transfer to Agency Archives	R-Review by state archives
AV-As Long as Administratively Valuable	FE-Fiscal Year End	MO-Months	US-Until Superseded	A-Transfer to State Archives	O-Review by agency archives



STATE OF TEXAS
Records Retention Schedule

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4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total				9. Remarks
2.1.007	INF 3	Software Programs and Job Control Language	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.			
1.2.010	INF 4	Records Disposition Logs	1	9	10				
	IS 03	Curriculum	US	7	US + 7				
	IS 04	Lesson Plan Reports	AV		AV				
	IS 06	Driver Education Student Records	1	6	7				

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4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total	9. Remarks			
	IS 07	Achievement Test Reports	AC		AC				
	IS 08	Test Results, Misc.	AC	7	AC + 7				
	IS 11	Professional Growth Plans	4		4				
3.1.018	IS 12	Grievance And Response Documents To Teacher Performance Appraisals	AC	5	AC + 5				
	IS 13	Student Staffing Team Reports	3	7	10				
	IS 9	Test Summaries	3		3				
5.2.003	M 1.1	Building Plans And Engineering Drawings	LA		LA	R			
4.7.011	M 1.2	Texas Building and Procurement Commission Statements (TBPC)	FE	3	FE + 3				
5.2.010	M 2	Equipment Manuals And Specifications	LA		LA				

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			Agency	Storage	Total				9. Remarks
5.2.019	M 3	Maintenance Work Orders	1		1	Keep for FE + 3 if used for cost allocation or budget planning etc.,			
5.2.011	M 4	Equipment Warranties	AC + 1		AC + 1	AC= Expiration of Warranty.			
5.4.003	M 5	Safety Inspection Records	AC+3		AC+3	Excludes vehicle inspections. Must be retained at least 2 years. AC= After inspection or correction of deficiency, if such is noted. CAUTION: Does not include inspection reports of building construction. SEE item numberFP 2.			
5.6.003	M 6	Vehicle Inspection, Repair And Maintenance Records	LA + 1		LA + 1				
5.2.020	MC 1	Check-Out Logs	FE	3	FE + 3	Log used for short-term checkout of equipment.			
5.2.009	MC 2	Transfer Of Assets Forms	FE	3	FE+3				
5.2.009	MC 4	Equipment Location Lists	AV		AV				

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			Agency	Storage	Total				9. Remarks
3.1	P 01	Personnel Files, Non-Teacher	AC	10	AC + 10	Applications, selection records, service records, appraisals, sign-off's, personnel actions, contracts, correspondence, exit information, pre-employment physicals AC= Termination Note: Service Record goes to record series 3.3.031 Agency Item Number P 19. 5 years after termination, the file is considered a Retiree File.			

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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			Agency	Storage	Total				9. Remarks
3.1	P 02	Personnel Files, Teacher	AC	10	AC + 10	As in P 1, with Service Record, Teacher Certificate, Certificate recommendations, Transcripts, Texas Teacher Appraisal System records. AC= Termination Note: Service Record goes to record series 3.3.031 Agency Item Number P 19. 5 years after termination, the file is considered a Retiree File.			
3.1	P 02.3	Professional Growth Plans	4		4				
3.3.011	P 04	Employee Service Record Former Employee Service Record 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.	US	PM	PM	Minimum information needed to verify employment.			

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			Agency	Storage	Total	9. Remarks				
3.1.013	P 06	Substitute Contracts	AC + 1	3	AC + 4	Includes Applications for Employment – Hired AC = Expiration or termination of the contract according to its terms.				
3.1.001	P 07	Employment Application Files - Not Hired	1	1	2	29 CFR 1602.31(a)				
3.1.023	P 08	Job Descriptions	AC	4	AC + 4	AC = Until superseded or job eliminated. 40 TAC 815.106(i).				
3.1.029	P 10	I - 9 Employment Eligibility Verification	AC	1	AC + 1	AC = upon termination of employment. Must be kept at least 3 years from date of hire. 8 CFR 274a.2(b)(2)(i)(A) and (c)(2).				
3.2.006	P 11	Wage Rate Tables	1	1	2	29 CFR 516.6(a)(2).				
3.3.004	P 13	Group Insurance Records	US	1	US+1	29 CFR 1627.3(b)(2).				

Retention Codes <i>(For Field 7)</i>	Archival Codes <i>(For Field 8)</i>
AC-After Closed, Terminated AV-As Long as Administratively Valuable CE-Calendar Year End FE-Fiscal Year End LA-Life of Asset MO-Months PM-Permanent US-Until Superseded	I-Transfer to Agency Archives A-Transfer to State Archives R-Review by state archives O-Review by agency archives



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			Agency	Storage	Total	9. Remarks	106 No.	
3.3.015	P 14	Job Classification Files	US	3	US + 3			
3.3.031	P 16	Characteristic Surveys	1	2	3	Equal Employment Opportunity Employer Information Report EEO-1 Is federally mandated for all companies with more than 100 employees 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		
3.3.031	P 19	EEO Reports	3		3	Includes Service Record 29 CFR 1602.32, 1602.39, 1602.41, 1602.48, and 1602.50.		

Retention Codes (For Field 7)				Archival Codes (For Field 8)	
AC-After Closed, Terminated	CE-Calendar Year End	LA-Life of Asset	PM-Permanent	I-Transfer to Agency Archives	R-Review by state archives
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4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total	9. Remarks			
3.1	P 20	Employee's Medical File	AC	5	AC + 5	Contains Employee Insurance Records and Physical Examinations/Medical Reports Note: Service Record goes to record series P 16 Characteristic Surveys and P 19 EEO Reports AC = Until superseded or termination of employment.			
3.2.010	P 21	Human Resource Information System Report	AC	4	AC + 4	AC= Date of report.			
3.3.026	P 22	Full Time Equivalent Report	US+3		US+3				
3.1.026	P 23	Criminal History Checks	AC		AC	AC = The criminal history record has served the immediate purpose for which it was obtained.			

Retention Codes (For Field 7)				Archival Codes (For Field 8)			
AC-After Closed, Terminated	CE-Calendar Year End	LA-Life of Asset	PM-Permanent	I-Transfer to Agency Archives	R-Review by state archives		
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			Agency	Storage	Total				9. Remarks
	RS 02	Student Incident Reports	AC	1	AC + 1	Reports of incidents of behavior infractions committed by TSD students. Not Student Accident reports. AC= When student is no longer eligible to attend.			
1.1.069	RS 03	Cottage Logs	AC	3	AC + 3	Logs of student activities occurring in a specific cottage. AC=End of school year.			
3.3.020	RS 04	Duty Log	AC	1	AC + 1	Work, duty, shift, crew, or case schedules, rosters, or assignments. AC= After closed, terminated, completed, expired.			
5.6.005	RS 05	Transportation Record	FE	3	FE + 3				
4.5.002	RS 06	Student Financial Transaction Records	FE + 3		FE+ 3				

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			Agency	Storage	Total	9. Remarks			
	RS 07	Student Information Sheets	US		US				
	RS 09	Student Log Book	AC	3	AC + 3				
4.7	RS 10	Texas School for the Deaf Student Checking Account Stubs.	FE	3	FE + 3				
1.1.069	RS 13	Night Staff Reports	AC	3	AC + 3				
3.3.020	RS 14	Residential Services Work Schedule	US	1	US+1				
1.1.070	RS 16	Procedures Final and Working Copies	AC	3	AC + 3	R			

<p><i>Retention Codes (For Field 7)</i></p> <p>AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded</p>	<p><i>Archival Codes (For Field 8)</i></p> <p>I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives</p>
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STATE OF TEXAS
Records Retention Schedule

2. Agency Code 772		3. Agency Name: Texas School for the Deaf							
4. Records Series Item No.	5. Agency Item Number	6. Records Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend No.	
			Agency	Storage	Total	9. Remarks			
5.4.012	SC 01	Security Access Records	AC	2	AC + 2	Key request memos, key assignment logs, security logs, and logs of all activity of security officer on shift. AC = Until superseded, date of expiration, or date of termination, whichever is sooner.			
5.6.005	SC 02	Mileage Record	FE	3	FE+ 3				
5.6.004	SC 05	Driving Record Report	AC		AC	AC = Until superseded or until termination of employment.			
5.6	SC 06	Vehicle Insurance Cards	US		US				
5.1.013	SC 07	Insurance Policies For Vehicle Insurance	AC	4	AC + 4	AC = Expiration or termination of the policy according to its terms.			
4.1.001	SC 08	Accounts Payable	FE	3	FE + 3	Includes Credit Card Receipts			

Retention Codes (For Field 7)	Archival Codes (For Field 8)
AC-After Closed, Terminated AV-As Long as Administratively Valuable CE-Calendar Year End FE-Fiscal Year End LA-Life of Asset MO-Months PM-Permanent US-Until Superseded	I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives



STATE OF TEXAS
Records Retention Schedule

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			Agency	Storage	Total	9. Remarks		
3.3.020	SC 09	Master Schedule, Transportation	US	1	US+1		US= When superceded by newer schedule.	
5.2.017	SC 10	Lost And Stolen Property Reports	FE+3		FE+3			
5.4.011	SC 12	Visitor Logs	AC	3	AC + 3		AC=End of school year.	
5.2.016	SC 15	Fuel Tank Reading	AC		AC		AC = after information transferred into annual listing.	
1.1.067	SC 16	T E A Reports & Requests (Non-Fiscal)	1	2	3	R		
1.1.043	SD 1	Training Materials Manuals	US + 1		US + 1		Training Manuals, Syllabuses	
3.3.030	SD 2	File Log	AV		AV		Monthly log of Staff Development activity.	
5.4.007	SD 3	Hazardous Materials Training Records	AC + 1	4	AC + 5		Records of training in the handling and use of hazardous materials must be retained 5 years. AC= Completion of Staff Training.	

<p><i>Retention Codes (For Field 7)</i></p> <p>AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded</p>	<p><i>Archival Codes (For Field 8)</i></p> <p>I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives</p>
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STATE OF TEXAS
Records Retention Schedule

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

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2. Agency Code 772		3. Agency Name: Texas School for the Deaf						
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			Agency	Storage	Total			
3.1.027	SD 4	Training and Educational Achievement Records (Individual)	AC	5	AC + 5	Record of individual employee's training, testing or continuing education. AC = Termination of employment.		
5.6.004	SD 5	Current Bus Drivers	AC		AC	Driving records, medical exam report, copy of drivers license, Training certification. AC = Until superseded or until termination of employment.		
1.1.063	SF 1	Safety Committee Minutes	1		1			
5.4.001	SF 2	Safety Activity Report	CE+5		CE+5	29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.		
5.4.003	SF 4	Fire Drill Report	AC+3		AC+3	AC= After drill or correction of deficiency, if such is noted.		
5.4.007	SF 5	Hazardous Materials Safety Training Records	5		5	Texas Health and Safety Code, 502.009(g).		

Retention Codes (For Field 7)

AC-After Closed, Terminated
AV-As Long as Administratively Valuable

CE-Calendar Year End
FE-Fiscal Year End

LA-Life of Asset
MO-Months

PM-Permanent
US-Until Superseded

Archival Codes (For Field 8)

I-Transfer to Agency Archives R-Review by state archives
A-Transfer to State Archives O-Review by agency archives



STATE OF TEXAS
Records Retention Schedule

2. Agency Code 772		3. Agency Name: Texas School for the Deaf								
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			Agency	Storage	Total	9. Remarks				
5.4.001	SF 6	Accident Reports	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	SF 7	Evacuation Plans	US		US					
5.4.010	SF 8	Material Safety Data Sheets	AC		AC	AC = When chemicals no longer stored.				
3.3.027	SL 1	Employee Sign Language Tests, Masters	US+2		US +2	29 CFR 1602.31				
3.3.028	SL 2	Employee Sign Language Test Papers	1	1	2	29 CFR 1602.31				
3.3.028	SL 3	Employee Sign Language Test Tapes	2		2	Video tape 26 CFR 1602.31				
	SL 4	Sign Class Attendance Records	5		5					
	SL 5	Interpreting Request Forms	FE +3		FE + 3					
	SL 6	Instructional Tapes Card Catalog	AV		AV	AV = As long as administratively valuable.				
	SL 7	Community Sign Class Records	FE + 3		FE + 3					

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

2. Agency Code 772		3. Agency Name: Texas School for the Deaf							
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			Agency	Storage	Total				9. Remarks
	SL 8	Sign Language Instructional Services Data Base	AC	5	AC + 5	Attendance and grade information for Sign Language classes. AC=End of school year.			
	SW 1	Confirmed Fact-Findings Of Abuse And Neglect At Texas School for the Deaf	AC	7	AC+7	AC= After student is no longer eligible to attend. Record required by Texas Family Code 261.003.			
	SW 1A	Confirmed Fact - Findings Of Improper Care At TSD	AC	3	AC + 3	AC=End of school year.			
	SW 2	Unconfirmed Fact-Finding Of Abuse Or Neglect At T S D	AC	3	AC + 3	AC = End of the school year or six months, whichever is longer. Record required by Texas Family Code 261.003.			
	SW 2A	Unconfirmed Fact -Findings Of Improper Care at TSD	AC	1	AC + 1	AC=End of school year. Record required by Texas Family Code 261.003.			

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

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			Agency	Storage	Total	9. Remarks			
	SW 3	Inconclusive Fact - Findings Of Abuse Or Neglect At TSD	AC	5	AC+5	AC= After student is no longer eligible to attend. Record required by Texas Family Code 261.003.			
	SW 3A	Inconclusive Fact-Findings Of Improper Care at TSD	AC	2	AC + 2	AC=Closes at end of school year.			
	SW 4	Fact -Findings Of Abuse Or Neglect, Not At TSD	AC		AC	AC= After student is no longer eligible to attend. Record required by Texas Family Code 261.003			
	SWAC 1	Staff Hearing Evaluations	AV	2	AV + 2	AV = As long as administratively valuable.			
	SWAC 2	Student Audiological Files	AC	7	AC + 7	AC= After student is no longer eligible to attend.			
	SWAC 3	Non- TSD Audiological Reports	AV		AV				
	SWAC 4	Student Vocational Assessments	AC	7	AC + 7	AC= After student is no longer eligible to attend. Photograph			
	SWAC 5	Vocational Evaluations, Texas Rehabilitation Commission	AV		AV				

Retention Codes (For Field 7)	Archival Codes (For Field 8)
AC-After Closed, Terminated AV-As Long as Administratively Valuable CE-Calendar Year End FE-Fiscal Year End LA-Life of Asset MO-Months PM-Permanent US-Until Superseded	I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives



STATE OF TEXAS
Records Retention Schedule

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			Agency	Storage	Total	9. Remarks	106 No.		
	SWAC 6	Student Educational Diagnostic Assessments	AC	7	AC + 7	AC= After student is no longer eligible to attend. Photograph of student.			
	SWAC 7	Student Support Services Student Files	AC	7	AC + 7	AC= After student is no longer eligible to attend.			
	SWAC 8	Non- Student Assessment Files	AV		AV				
	SWAC 9	Occupational Therapy Ongoing Files	AC	7	AC + 7	AC= After student is no longer eligible to attend.			
5.5.002	TM 1	Long Distance Log	AC		AC	AC = verification of billing.			
5.1	TM 2	Postal And Delivery Service Records	FE +3		FE+ 3	Mail receipts, postage meter records. Note: 5.1.005 and 5.1.015; i.e., Includes postal records and correspondence tracking records.			
4.2.003	TM 3	Money Received Through The Mail Log	FE + 3		FE+ 3				
5.1.004	TM 4	Telecommunications & Mail Directory	US		US				

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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STATE OF TEXAS
Records Retention Schedule

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			Agency	Storage	Total	106 No.			
1.1.013	TSD 01	Master Calendar	AC	2	AC + 2	R	Includes Weekly Calendar of Facilities Reservations. AC=End of school year.		
	TSD 02	Activity Requests	AV		AV		Requests for extracurricular activities.		
5.2.008	TSD 10	Equipment Maintenance Files	LA	3	LA+3		Inspection reports, service logbooks, etc.		
1.1.063	TSD 11	Staff Meeting Minutes	1		1				
5.1	TSD 13	Parent Contact Logs	AC	1	AC + 1		AC=End of school year.		
1.1.069	TSD 14	Reports, Employee Workload	1		1				
1.1.067	TSD 15	Reports, Administrative, Non-Fiscal	3		3	R			
3.3.020	TSD 16	Duty Rosters	AC	1	AC+1		US= When superceded by newer schedule.		

Retention Codes (For Field 7) AC-After Closed, Terminated CE-Calendar Year End LA-Life of Asset PM-Permanent AV-As Long as Administratively Valuable FE-Fiscal Year End MO-Months US-Until Superseded	Archival Codes (For Field 8) I-Transfer to Agency Archives R-Review by state archives A-Transfer to State Archives O-Review by agency archives
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Records Retention Schedule

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			Agency	Storage	Total			
1.3.001	TSD 17	T S D Publications	PM	PM	PM	I	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.	

Retention Codes (For Field 7)				Archival Codes (For Field 8)	
AC-After Closed, Terminated	CE-Calendar Year End	LA-Life of Asset	PM-Permanent	I-Transfer to Agency Archives	R-Review by state archives
AV-As Long as Administratively Valuable	FE-Fiscal Year End	MO-Months	US-Until Superseded	A-Transfer to State Archives	O-Review by agency archives



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Records Retention Schedule

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			Agency	Storage	Total					
1.1.007	TSD 18	Correspondence, Administrative	1	3	4	R	Transfer to agency archive when micrographic copy available. 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 TSD 20 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 EX 02; a letter concerning an audit for that prescribed by item number BD 7.			
1.1.008	TSD 20	Routine Correspondence	1	1	2					
1.1.006	TSD 21	Complaint Records	AC	2	AC + 2		AC= Disposition of Complaint			
4.4	TSD 22	Budget Work Papers	FE	3	FE+3					
5.3.005	TSD 24	Packing Slips	AV		AV					
5.2.008	TSD 25	Maintenance Contracts	LA	3	LA + 3					

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			Agency	Storage	Total	9. Remarks			
3.4	TSD 26	Monthly Report Of Overtime And Absences	4		4				
1.1.024	TSD 27	Plans And Planning Records	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.065	TSD 28	Reports, Studies and Surveys - Raw Data	AV		AV				
1.1.038	TSD 29	Customer Surveys	AC	3	AC + 3		AC= Final disposition of summary report.		
1.1.064	TSD 30	Agency Performance Measures Documentation	FE+3		FE+3				
	TXT 1	Textbook Custodian Bond Form	US	2	US + 2		Form kept as required by TEC 31.102.		
	TXT 2	Texas Education Agency Textbook Reports	FE	2	FE + 2				
	TXT 3	Textbook Committee Adoption Report	FE	6	FE + 6		Report required by TAC §66.7		
	TXT 4	Yearly Textbook Inventory	US	1	US+1		Texas Education Agency procedure.		

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			Agency	Storage	Total	9. Remarks			
	TXT 5	Textbook Activity Records	FE	2	FE + 2				
	TXT 6	Instructional Materials Check-Out Cards	AV		AV				
	TXT 7	Textbook Evaluation Records	AV		AV				
5.3.008	TXT 8	Science Materials Orders	FE	3	FE + 3				
	WAC 1	Student Worker Files	AC	4	AC + 4	Student Pay records, evaluations, Individualized Education Plans. AC = when student leaves Texas School for the Deaf.			
5.4.001	WC 1	Accident Log	CE	5	CE + 5	29 CFR 1904.33. The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.			
5.4.001	WC 2	Workers Compensation Files	AC + CE	5	AC + CE + 5	AC=After workers compensation claim is settled.			

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