



October 17, 2013
Ms. Peggy Kunze
Staff Services Officer
Texas Parks and Wildlife Department
4044 Promontory Point, #A
Austin, TX 78744

RE: Agency records retention schedule approved for use

Dear Ms. Kunze:

Your agency's records retention schedule is approved for use as of October 15, 2013. Your currently approved records retention schedule is available on our website at <https://www.tsl.state.tx.us/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 Please ensure all old copies of the schedule are superseded with this recertified copy.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 triennially thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **October 2016**.

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

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

Sincerely,

Craig Kelso
Director and State Records Administrator

Enclosure

cc: State Auditor, State Archivist
cc: (without enclosure) Carter Smith

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

Commission Chairman
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*Interim
Director and Librarian*
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.802/802

BA



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 802
Agency Name Texas Parks & Wildlife

(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 *Peggy Kunze*
Name *(Print or type)* Peggy Kunze
Date 6/14/2013

Section 2. Approvals *(Submitting agencies do not write in this section)*

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

Signature *Not Required at This Time*
Name *(Print or type)* _____
Date _____

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

Signature *Donna Osborne*
Name *(Print or type)* Donna Osborne
Date 10/15/13

Recertification No. 7 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.





Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife								
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					
1.1.002	1.1.002	Audits	AC	7	AC + 7		AC = Publication or release of final audit findings			
1.1.004	1.1.004	Legislative Appropriation Requests	AC	6	AC + 6	A	AC = September 1 of add-numbered calendar years			
1.1.006	1.1.006	Complaint Records	AC	2	AC + 2		AC = Final disposition of complaint			
1.1.007	1.1.007.A	Correspondence – Administrative	FE	4	FE + 4	R				
1.1.007	1.1.007.B	Correspondence – Administrative – Executive Director	FE	4	FE + 4	A				
1.1.007	1.1.007.C	Correspondence – Administrative – Division Director	FE	4	FE + 4	E	E = Archival review code removed subsequent to appraisal by the Archives & Info. Services Div., TSLAC, 10/18/99			

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
1.1.007	1.1.007.D	Correspondence – Administrative – Commissioner's, Committee Chair's	FE	4	FE + 4	R			
1.1.008	1.1.008	Correspondence – General	FE	2	FE + 2				
1.1.010	1.1.010	Directives	US	1	US + 1				
1.1.011	1.1.011	Executive Orders	US	10	US + 10	A			
1.1.011	1.1.011.A	Executive Summaries	US	1	US + 1	E	E = Archival review code removed subsequent to appraisal by the Archives & Info. Services Div. – TSLAC, 10/18/99.		
1.1.013	1.1.013	Calendars, Appointment and Itinerary Records	CE	1	CE + 1	R			
1.1.014	1.1.014	Legal Opinions and Advice	AV		AV	R			

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

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
1.1.019	1.1.019.A	Public Relations Records – News or Press	AC	10	AC + 10	A	AC = Date of Release		
1.1.019	1.1.019.B	Public Relations Records – Radio Programs Only	AC	5	AC + 5	E	AC = Date of Release E = Archival review code removed subsequent to appraisal by the Archives & Info. Services Div., TSLAC, 10/18/99		
1.1.020	1.1.020	Public Information Requests –Not Exempted	AC	1	AC + 1		AC = Date request fulfilled.		
1.1.021	1.1.021	Public Information Requests – Exempted	AC	2	AC + 2		AC = Date of notification that records are exempt.		
1.1.023	1.1.023	Organization Charts	US		US	A			
1.1.024	1.1.024	Plans and Planning Records	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.A	State Parks	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.B	Infrastructure	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.D	Inland Fisheries	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.E	Coastal Fisheries	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.F	Wildlife	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.G	Law Enforcement	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		
1.1.024	1.1.024.H	Others	AC	3	AC + 3	R	AC = Decision made to implement or not to implement result of planning process.		

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Records Retention Schedule

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
1.1.026	1.1.026	Texas Register Submission	AC	1	AC + 1		AC = Date of publication in the Texas Register.		
1.1.027	1.1.027	Proposed Legislation	AV		AV				
1.1.038	1.1.038	Customer Surveys	AC		AC		AC = Final disposition of summary report.		
1.1.040	1.1.040	Speeches, Paper and Presentations	AC		AC	R	AC = End of term in office or termination of service in the state position.		
1.1.041	1.1.041	Suggestion System Records	FE	1	FE + 1				
1.1.043	1.1.043	Training Materials	US	1	US + 1				
1.1.048	1.1.048	Litigation Files	AC	10	AC + 10	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.		

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Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife								
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	1.1.053	Registration Logs	AC	3	AC + 3		AC = Report filed with the Texas Ethics Commission.			
1.1.055	1.1.055	Strategic Plans	AC	6	AC + 6	A	AC = September 1 of odd-numbered calendar years. Archives Note: Archival requirement is met by sending the required copies to the Texas State Pub. Program, TSLAC.			
1.1.056	1.1.056	ADA (Americans with Disabilities Act) Documentation	FE	3	FE + 3		28 CFR 35.105(c)			
1.1.057	1.1.057	Transitory Information	AC		AC		AC = Purpose of record has been fulfilled.			
1.1.058	1.1.058	Meeting Agenda and Minutes	PM		PM	A	Archives Note: Agency retains permanent record copy. Archival requirement is met by sending a copy to Archives & Info. Serv. Division, TSLAC.			
1.1.059	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed Meetings	AC	2	AC + 2		AC = The date of the meeting or completion of pending action involving the meeting, whichever is later. Government Code, 551.104(a)			
1.1.060	1.1.060	Meetings, Audio or Videotapes of Open Meetings	AC	90 days	AC + 90 days		AC = Official approval of written minutes of the meeting by the governing body of an agency.			
1.1.061	1.1.061	Meeting – Notes	AC	90 days	AC + 90 days		AC = Approval of the formal minutes by the governing body.			
1.1.062	1.1.062	Meetings – Supporting Documentation	PM		PM	A				
1.1.063	1.1.063	Staff Meeting Minutes and Notes	FE	1	FE + 1					
1.1.064	1.1.064	Agency Performance Measures Documentation	FE	3	FE + 3					

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			
1.1.065	1.1.065.A	Reports and Studies (Non-Fiscal) – Raw Data	AV		AV				
1.1.065	1.1.065.B	Maps, Plats and Similar Drawings	AV		AV		A		
1.1.066	1.1.066	Reports – Biennial or Annual Agency (Narrative)	AC	6	AC + 6		A	AC = September 1 of odd-numbered calendar years. Archives Note: Archival requirement is met by sending the required copies of the reports to the Texas State Pub. Dep. Program, TSLAC.	
1.1.067	1.1.067.A	Reports and Studies (Non-Fiscal) State Parks	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.B	Reports and Studies (Non-Fiscal) Infrastructure	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.D	Reports and Studies (Non-Fiscal) Inland Fisheries	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.E	Reports and Studies (Non-Fiscal) Coastal Fisheries	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.F	Reports and Studies (Non-Fiscal) Wildlife	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.G	Reports and Studies (Non-Fiscal) Law Enforcement	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.H	Reports and Studies (Non-Fiscal) Others	AC	5	AC + 5		A	AC = Upon completion or close.	
1.1.067	1.1.067.I	Reports and Studies (Non-Fiscal) Legislative Bill Analysis	AC	3	AC + 3		A	AC = Upon completion or close.	

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Records Retention Schedule

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife								
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					
1.1.068	1.1.068	Reports on Performance Measures	AC	75	AC + 75		AC = September 1 of add numbered calendar years.			
1.1.069	1.1.069.A	Reports – Activity (includes activity logs)	FE	1	FE + 1		AC = After closed.			
	1.1.069.B	Reports – Activity – Law Enforcement	AC	5	AC + 5					
1.1.070	1.1.070	Agency Rules, Policies, and Procedures – Final	AC	3	AC + 3	R	AC = Completion, termination or revision of program, rules, policies or procedures.			
1.1.071	1.1.071	Agency Rules, Policies and Procedures – Working Files	AC	3	AC + 3	E	AC = Completion, termination or revision of program, rules, policies or procedures. E = Archival review code removed subsequent to appraisal by the Archives & Info. Services Div., TSLAC, 10/18/99.			
1.1.072	1.1.072	Public Information Reports	FE	2	FE + 2					
1.1.073	1.1.073	Administrative Hearings	AC	3	AC + 3	R	AC = Last action.			
1.1.074	1.1.074	Sunset Review Report and Documentation	AC	3	AC + 3	R	AC = After the subsequent Sunset Review.			

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Records Retention Schedule

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife						
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			Agency	Storage	Total			
1.1.075	1.1.075	Alternative Dispute Resolutions – Final Agreement	AC	5	AC + 5			
1.1	1.1.TPW1.A	Photographs – Historical	AV		AV	A		
1.1	1.1.TPW1.B	Photographs – Non-Historical	AV		AV			
1.1	1.1.TPW2.A	Project/Program Files State Parks	AC	5	AC + 5	R		
	1.1.TPW2.B	Project/Program Files Infrastructure	AC	5	AC + 5	R		
	1.1.TPW2.D	Project/Program Files Inland Fisheries	AC	5	AC + 5	R		
	1.1.TPW2.E	Project/Program Files Coastal Fisheries	AC	5	AC + 5	R		
	1.1.TPW2.F	Project/Program Files Wildlife	AC	5	AC + 5	R		
	1.1.TPW2.G	Project/Program Files Law Enforcement	AC	5	AC + 5	R		
	1.1.TPW2.H	Project/Program Files Others	AC	5	AC + 5	R		
1.2.001	1.2.001	Destruction Authorizations	FE	3	FE + 3			

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

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
1.2.003	1.2.003	Forms History File	AC	1	AC + 1		AC = Discontinuance of use of form.		
1.2.004	1.2.004	Forms Inventory	US		US				
1.2.005	1.2.005	Records Retention Schedule (SLR 105)	US		US				
1.2.008	1.2.008	Request for Authority to Dispose of State Records (RMD102)	FE	10	FE + 10				
1.2.010	1.2.010	Records Disposition Logs	FE	10	FE + 10				
1.2.012	1.2.012	Records Inventory Worksheets	US		US				
1.2.013	1.2.013	Records Control Locator Aids	AC		AC		AC = When control aid is updated, revised, or no longer needed.		
1.2.014	1.2.014	Records Management Plans	US	1	US + 1				
1.3.001	1.3.001.A	State Publications	AC	5	AC + 5		AC = Until superseded or obsolete. Send required number of copies of publications to Records Mgmt. for submission to the Texas State Publications Depository Program, TSLAC.		
1.3.001	1.3.001.B	State Publications – Television Programs	AC	5	AC + 5	R	AC = After first date aired.		
1.3.002	1.3.002	Publication Development Files	AV		AV	R			
2.1.001	2.1.001	Processing Files	AC		AC		AC = Completion of 3 rd 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.		

Retention Codes (Field 7)

Archival Codes (Field 8)

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Records Retention Schedule

SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
2.1.002	2.1.002	Master Files	AC		AC		AC = Completion of 3 rd 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.		
2.1.007	2.1.007	Software Programs	AC		AC		AC = Until electronic records are transferred to and made useable 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		
2.1.008	2.1.008	Hardware Documentation	AC		AC		AC = Until electronic records are transferred to and made usable to 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		

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SLR 105

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
2.1.009	2.1.009	Technical Documentation	AC		AC		AC = Until electronic records are transferred to and made usable to 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		
2.1.010	2.1.010	Audit Trail Records	AC		AC		AC = All audit requirements have been met.		
2.1.011	2.1.011	Finding Aids, Indexes, and Tracking Systems	AC		AC		AC = The related records have been destroyed.		
2.2.001	2.2.001	System Monitoring Records	AV		AV				
2.2.002	2.2.002	Chargeback Records to Data Processing Services Users	FE	3	FE + 3				
2.2.004	2.2.004	Computer Job Schedules and Reports	3 MO		3 MO				
2.2.010	2.2.010	Data Processing Policies and Procedures	US	3	US + 3				
2.2.011	2.2.011	Batch Data Entry Control Records	AC		AC		AC = When reconciliation confirmed.		
2.2.012	2.2.012	Output Records for Computer Production	AV		AV				

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
2.2.013	2.2.013	Quality Assurance Records	AC		AC		AC = No longer needed as an audit trail for any records modified.		
2.2.014	2.2.014	Internet Cookies	AV		AV				
2.2.015	2.2.015	History Files – Web Sites	AV		AV				
2.2.016	2.2.016	Software Registrations, Warranties and License Agreements	LA	3	LA + 3				
3.1.001	3.1.001	Applications for Employment – Not Hired	FE	2	FE + 2		29 CFR 1602.31		
3.1.002	3.1.002	Personnel Files Applications for Employment – Hired	AC	5	AC + 5		AC = Termination of employment.		
3.1.006	3.1.006	Employee Counseling Records	AC	3	AC + 3		AC = Termination of counseling.		
3.1.011	3.1.011	Employee Insurance Records	AC	3	AC + 3		AC = Until superseded or termination of employment.		
3.1.012	3.1.012	Employment Opportunity Announcements	FE	2	FE + 2		29 CFR 1602.31		
3.1.013	3.1.013	Employment Contracts	AC	4	AC + 4		AC = Expiration or termination of the contract according to its terms.		
3.1.014	3.1.014	Employment Selection Records	FE	2	FE + 2		29 CFR 1602.31		

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 13 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
3.1.018	3.1.018	Grievance Records	AC	2	AC + 2		AC = Final decision on the grievance.		
3.1.019	3.1.019	Performance Appraisals	FE	2	FE + 2		29 CFR 1602.32 (c)		
3.1.020	3.1.020	Personnel Corrective Action Documentation	AC	5	AC + 5		AC = Termination of corrective action.		
3.1.021	3.1.021	Personnel Disciplinary Action Documentation	AC	5	AC + 5		AC = Termination of employment.		
3.1.022	3.1.022	Personnel Information or Action Forms	FE	2	FE + 2		29 CFR 1602.31		
3.1.023	3.1.023	Position/Job Description	AC	4	AC + 4		AC = Until superseded or job elimination. 40 TAC 815.106(i)		
3.1.024	3.1.024	Physical Examinations/Medical Reports	AC		AC + 2		AC = Until superseded or termination of employment.		
3.1.026	3.1.026	Criminal History Checks	AC		AC		AC = The criminal history record has served the immediate purpose for which it was obtained.		
3.1.027	3.1.027	Training and Educational Achievement Records (Individual)	AC	5	AC + 5		AC = Termination of employment.		
3.1.029	3.1.029	Employment Eligibility, Documentation or Verification of	AC	1	AC + 1		AC = Termination of employment. 8 CFR 274a.2(b)(i)(A) and (c)(2)		

Retention Codes (Field 7)

Archival Codes (Field 8)

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AV – Administrative Value

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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 14 of 29

2. Agency Code 802 3. Agency Name Texas Parks & Wildlife

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				

3.1.031	3.1.031	Employee Benefits – Other than Insurance	AC	2	AC + 2		AC = Until superseded or termination of employment.		
3.1.034	3.1.034	Resumes – Unsolicited	FE	1	FE + 1				
3.1.035	3.1.035	Performance Bonds	AC	4	AC + 4		AC = Expiration or termination of the bond according to its terms.		
3.1.036	3.1.036	Apprenticeship Records	FE	5	FE + 5		29 CFR 30.8(e)		
3.1.037	3.1.037	Employee Recognition Records	AC	5	AC + 5		AC = Termination of employment.		
3.1.038	3.1.038	Public Access Option Form	US		US				
3.1.039	3.1.039	Ombudsman Records	AC		AC		AC = Final decision or matter closed.		
3.2.001	3.2.001	Employee Deduction Authorizations	AC	4	AC + 4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.		
3.2.002	3.2.002	Employee Earnings Records	FE	4	FE + 4		40 TAC 815.106(i)		
3.2.003	3.2.003	Federal Tax Records	AC	4	AC + 4		AC = Tax due date, date claim is filed, or date tax is paid whichever is later. 26 CFR 30.6001-1(e)(2)		

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 15 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
3.2.004	3.2.004	Income Adjustment Authorizations	FE	2	FE + 2		29 CFR 516.6(c)		
3.2.005	3.2.005	W-4 Forms	AC	4	AC + 4		AC = Until superseded, obsolete, or upon separation of employee. 26 CFR 31.6001-1(e)(2)		
3.2.006	3.2.006	Wage Rate Tables	FE	2	FE + 2		29 CFR 516.6(a)(2)		
3.2.007	3.2.007	Unemployment Compensation Records	AC	5	AC + 5		AC = Close by settlement, final payment or other litigation determination		
3.2.008	3.2.008	Direct Deposit Application/Authorizations	US		US				
3.2.009	3.2.009	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 <i>Benefits Coordinator Reference Manual</i> issued by the Employees Retirement System of Texas.		
3.2.010	3.2.010	Human Resources Information System (HRIS) Reports – Includes supporting documentation	AC	4	AC + 4		AC = Until system is no longer used and info is migrated to another system/format		

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.

1. Page 16 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife								
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					
3.3.001	3.3.001	Affirmative Action Plans	FE	5	FE + 5		29 CFR 30.8(e) for apprenticeship plans			
3.3.004	3.3.004	Benefit Plans	US	1	US + 1		29 CFR 1627.3(b)(2)			
3.3.010	3.3.010	Labor Statistics Reports	FE	3	FE + 3					
3.3.011	3.3.011	Former Employee Verification Records	AC	75	AC + 75		AC = Termination of employment. Microfilm records.			
3.3.015	3.3.015	Positions/Job Classification Review File	US	3	US + 3					
3.3.020	3.3.020	Work Schedules/Assignments	FE	1	FE + 1					
3.3.022	3.3.022	Texas Workforce Commission (TWC) Reports	FE	3	FE + 3					
3.3.023	3.3.023	Reimbursable Activities, Requests and Authorizations to Engage in	FE	3	FE + 3					
3.3.024	3.3.024	Personnel Policies and Procedures	US	3	US + 3					
3.3.025	3.3.025	Job Procedure Records	US	3	US + 3					

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 17 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife								
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					
3.3.026	3.3.026	Agency Staffing Reports	US	3	US + 3					
3.3.027	3.3.027	Aptitude and Skills Tests	US	2	US + 2		29 CFR 1602.31			
3.3.028	3.3.028	Aptitude and Skills Tests (Test Papers)	FE	2	FE + 2		29 CFR 1602.31			
3.3.029	3.3.029	Aptitude and Skills Tests (Validation Records)	AC	2	AC + 2		AC = As long as the test is used by the agency. 29 CFR 1602.31			
3.3.030	3.3.030	Training Administration Records	US	2	US + 2					
3.3.031	3.3.031	EEO Reports and Supporting Documentation	FE	3	FE + 3		29 CFR 1602.32, 1602.39, 1602.41, 1602.48 and 1602.50			
3.3.032	3.3.032	Equal Pay Records	FE	3	FE + 3		29 CFR 1602.32			
3.4.001	3.4.001	Accumulated Leave Adjustment Requests	FE	3	FE + 3					
3.4.002	3.4.002	Leave Status Reports	FE	3	FE + 3					
3.4.003	3.4.003	Less Than Full-Time Worked Reports	FE	4	FE + 4		40 TAC 815.106(i)			
3.4.004	3.4.004	Overtime Authorizations	FE	2	FE + 2					

Retention Codes (Field 7)

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Archival Codes (Field 8)

A – Transfer to State Archives
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 18 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			
3.4.005	3.4.005	Overtime Schedules	FE	2	FE + 2				
3.4.006	3.4.006	Time Cards and Time Sheets	FE	4	FE + 4		40 TAC 815.106(i)		
3.4.007	3.4.007	Time Off and/or Sick Leave Requests	FE	3	FE + 3				
3.4.008	3.4.008	Sick Leave Pool Documentation	FE	3	FE + 3				
4.1.001	4.1.001	Accounts Payable Information	FE	3	FE + 3				
4.1.002	4.1.002	Billing Detail	FE	3	FE + 3				
4.1.003	4.1.003	Canceled Checks/Stubs/Warrants/Drafts	FE	3	FE + 3				
4.1.004	4.1.004	Encumbrance Detail	FE	3	FE + 3				
4.1.005	4.1.005	Inventory and Other Cost Files	FE	3	FE + 3				
4.1.006	4.1.006	Investment Transaction Files	FE	3	FE + 3				
4.1.007	4.1.007.A	Transfers or Budget Revisions – Construction Projects	FE	4	FE + 4		As Required by State Comptroller		
	4.1.007.B	Transfers or Budget Revisions – All others	FE	3	FE + 3				
4.1.008	4.1.008	Electronic Fund Transfers	FE	4	FE + 4				

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 19 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
4.2.001	4.2.001	Cash Deposit Vouchers	FE	4	FE + 4				
4.2.002	4.2.002	Cash Receipts	FE	4	FE + 4				
4.2.003	4.2.003	Daily Cash Receipts Logs	FE	4	FE + 4				
4.2.004	4.2.004	Encumbrance Vouchers	FE	3	FE + 3				
4.2.005	4.2.005	Purchase Vouchers	FE	3	FE + 3				
4.2.006	4.2.006	General Journal Vouchers	FE	4	FE + 4				
4.2.007	4.2.007	Expenditure Vouchers	FE	3	FE + 3				
4.3.001	4.3.001	Sales Journals or Registers	FE	4	FE + 4				
4.3.002	4.3.002	Receipts Journals or Registers	FE	4	FE + 4				
4.3.003	4.3.003	Expenditures Journals or Registers	FE	3	FE + 3				
4.4.001	4.4.001	General and Subsidiary Ledgers	FE	4	FE + 4				
4.4.002	4.4.002	Accounts Receivable Ledgers	FE	4	FE + 4				
4.4.003	4.4.003	Accounts Payable Ledgers	FE	3	FE + 3				
4.4.004	4.4.004	Employee Savings Bond Ledgers	FE	3	FE + 3				
4.5.001	4.5.001	Worksheets for Preparing Fiscal Reports	FE	4	FE + 4				

Retention Codes (Field 7)

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Archival Codes (Field 8)

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 20 of 29

2. Agency Code	802	3. Agency Name	Texas Parks & Wildlife				
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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				

4.5.002	4.5.002	Internal Fiscal Management Reports	FE	4	FE + 4				
4.5.003	4.5.003	Annual Financial Reports	AC	6	AC + 6		AC = September 1 of odd-numbered calendar years.		
4.5.005	4.5.005	External Fiscal Reports	FE	4	FE + 4				
4.5.006	4.5.006	Annual Operating Budgets	FE	4	FE + 4				
4.5.007	4.5.007	USAS Reports – Daily	AC		AC		AC = Receipt and reconciliation of monthly report.		
4.5.008	4.5.008	USAS Reports – Monthly	AC		AC		AC = Receipt and reconciliation of annual report.		
4.5.009	4.5.009	USAS Reports – Annual	FE	3	FE + 3				
4.6.001	4.6.001	Balancing Records	FE	4	FE + 4				
4.6.002	4.6.002	Reconciliations	FE	4	FE + 4				
4.6.003	4.6.003	Cash Counts	FE	4	FE + 4				
4.7.001	4.7.001	Accounting Policies and Procedures Manual	US	3	US + 3				
4.7.002	4.7.002	Bank Statements	FE	4	FE + 4				
4.7.003	4.7.003	Returned Checks/Warrants/Drafts (Uncollectible)	AC	3	AC + 3		AC = After deemed uncollectible.		

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	802	3. Agency Name	Texas Parks & Wildlife				
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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				

4.7.004	4.7.004	Capital Asset Records	LA	3	LA + 3				
4.7.005	4.7.005	Claim Files	AC	3	AC + 3		AC = Resolution of claim.		
4.7.006	4.7.006	Comptroller Statements	FE	4	FE + 4				
4.7.007	4.7.007	Detail Chart of Accounts	FE	3	FE + 3				
4.7.008	4.7.008	Federal Grant & Bond Records	AC	3	AC + 3		AC = Satisfaction of all Uniform Administrative Requirements for Grants Bonds, and Cooperative Agreements to State and Local Governments (the Common Rule).		
4.7.009	4.7.009	Fixed Asset Sequential Number Logs	US	3	US + 3				
4.7.010	4.7.010	Long-Term Liability Records	AC	3	AC + 3		AC = Retirement of debt.		
4.7.011	4.7.011	Texas Facilities Commission (TFC) Statements	FE	3	FE + 3				
4.7.012	4.7.012	Signature Authorizations	US + FE	3	US + FE + 3				

Retention Codes (Field 7)

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Archival Codes (Field 8)

A – Transfer to State Archives
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STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 22 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
4.7.	4.7.TPW7	Gift, Donation, Fundraising – Support Documents	FE	10	FE + 10				
5.1.001	5.1.001.A	Contracts and Leases	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.		
5.1.001	5.1.001.B	Concession Files	AC	5	AC + 5	E	AC = Expiration or termination of the instrument according to its terms. E = Exempt archival review code removed subsequent to appraisal by the TSLAC, Archives & Info. Srv. Div., 10/18/99		
5.1.003	5.1.003	Delivery Reports	FE	2	FE + 2				
5.1.004	5.1.004	Mail and Telecommunications Listings	US		US		US		
5.1.005	5.1.005	Postage Records	FE	3	FE + 3				
5.1.007	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Service	AV		AV				
5.1.010	5.1.010	License and Permits for Non-vehicles	AC	2	AC + 2		AC = Expiration date of license or permit.		
5.1.011	5.1.011	Photocopier and Telefax Usage Logs & Reports	AV		AV				
5.1.012	5.1.012	Charge Schedules/Price Lists	US	3	US + 3				

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.

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2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
5.1.013	5.1.013	Insurance Policies	AC	4	AC + 4		AC = Expiration or termination of the policy according to its terms.		
5.1.014	5.1.014	Office Procedures	US	1	US + 1				
5.1.015	5.1.015	Correspondence Tracking Records	1		1				
5.1.017	5.1.017	Contract Log	FE	3	FE + 3				
5.1.	5.1.TPW3	Citation/Restitution Records	AC	5	AC + 5		AC = After paid, resolved, dismissed		
5.1.	5.1.TPW4.A	Permits and Licenses – Specific Use Permits – including Crab, Commercial Bay Shrimp Boat, Bait, Scientific, Dreg-Gravel, Marine Dealer License Apps and support documentation, etc.	AC	5	AC + 5		AC = Date permit expires		
5.1.	5.1.TPW4.B	Permits and Licenses – Others - issued for various other programs and services including hunting, fishing, parks permits, etc.	AC	5	AC + 5		AC = Date permit expires		
5.2.001	5.2.001.A	Appraisals – Building or Property	AV		AV	R			
5.2.001	5.2.001.B	Potential Park Sites	AC	2	AC + 2	A	AC = Until no longer considered to be a potential park.		

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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 24 of 29

2. Agency Code	802	3. Agency Name	Texas Parks & Wildlife		
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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				

5.2.002	5.2.002.A	Building Construction Project Files	LA	10	LA + 10	A			
5.2.	5.2.002.A.1	Building Construction Project Files – Capital Project Fiscal Records	FE	5	FE + 5	R	Government Code 403.071 (b).		
5.2.002	5.2.002.B	Building Construction Project Files – State Parks – Recreational Grants	AC	50	AC + 50	E	AC = Completion of project E = Exempt, archival review code removed subsequent to appraisal by the TSLAC, Archives & Info. Srv. Div., 10/18/99.		
5.2.003	5.2.003.A	Building Plans and Specifications – State Owned	LA	10	LA + 10	R			
5.2.003	5.2.003.B	Building Plans and Specifications – Leased	AC	2	AC + 2		AC = Termination or cancellation of lease.		
5.2.004	5.2.004	Building Space Requests	FE	1	FE + 1				
5.2.005	5.2.005	Calibration Records (Equipment or Instrument)	FE	10	FE + 10				
5.2.006	5.2.006	Property Destruction, Certificates of	FE	3	FE + 3				
5.2.007	5.2.007	Damage Reports	FE	3	FE + 3				

Retention Codes (Field 7)

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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 25 of 29

2. Agency Code	802	3. Agency Name	Texas Parks & Wildlife		
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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				

5.2.008	5.2.008	Equipment History File: Equipment Service Agreements	LA	3	LA + 3				
5.2.009	5.2.009	Equipment Inventory Detail Report Forms	FE	3	FE + 3				
5.2.010	5.2.010	Equipment Manuals	LA		LA				
5.2.011	5.2.011	Equipment Warranties	AC	1	AC + 1		AC = Expiration of Warranty.		
5.2.012	5.2.012	Estimate Files (Supply and Repair Cost Estimates)	1		1				
5.2.014	5.2.014	Inventory – Annual Physical	FE	3	FE + 3				
5.2.015	5.2.015	Inventory, Notices of Equipment Removed From	FE	3	FE + 3				
5.2.016	5.2.016	Inventory System Update Listings	AC		AC		AC = Transfer of information into annual listing.		
5.2.017	5.2.017	Lost & Stolen Property Reports	FE	3	FE + 3				
5.2.018	5.2.018	Quality Control Reports	2		2				
5.2.019	5.2.019	Service Orders	FE	1	FE + 1				
5.2.020	5.2.020	Supply Usage Records	FE	1	FE + 1				
5.2.021	5.2.021	Surplus Property Sale Reports	FE	3	FE + 3				
5.2.022	5.2.022	Utility Usage Reports	AV		AV				

Retention Codes (Field 7)

Archival Codes (Field 8)

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 MO – Months

PM – Permanent
 US – Until Superseded

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



STATE OF TEXAS

Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 26 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife								
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					
5.2.023	5.2.023	Year-to-Date Activity (Inventory Listing)	FE	3	FE + 3					
5.2.024	5.2.024	Material Specifications	AC	2	AC + 2		AC = Material is no longer in the agency.			
5.2.025	5.2.025	Equipment Descriptions and Specifications	AC	2	AC + 2		AC = Equipment is no longer in the agency.			
5.2.026	5.2.026	Facilities Reservation Logs	FE	2	FE + 2					
5.2.027	5.2.027	Space Utilization Reports	AV		AV					
5.2.028	5.2.028	Building Construction Contract and Inspection Records	LA	10	LA + 10	E	E = Archival review code removed subsequent to appraisal by the Archives & Info Services Div., TSLAC, 10/18/99.			
5.3.002	5.3.002	Freight Bills Paid	FE	3	FE + 3					
5.3.003	5.3.003	Freight Claims	AC	2	AC + 2		AC = Resolution of claim.			
5.3.004	5.3.004	Order – Acknowledgments	AV		AV					
5.3.005	5.3.005	Packing Slips	AV		AV					
5.3.007	5.3.007	Bid Documentation	FE	3	FE + 3					

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
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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 27 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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				
5.3.009	5.3.009	Requests for Information	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.		
5.4.001	5.4.001	Accident Reports and Associated Documentation – Reported to Texas Dept. of Insurance	CE	5	CE + 5		29 CFR 1904.33		
5.4.002	5.4.002	Evacuation Plans	US		US				
5.4.003	5.4.003	Inspection Records	AC	3	AC + 3		AC = Inspection, or date of the correction of the deficiency if the inspection report reveals a deficiency.		
5.4.004	5.4.004	Fire Orders	AC	3	AC + 3		AC = Deficiency corrected.		
5.4.007	5.4.007	Hazardous Materials Training Records	FE	5	FE + 5		Texas Health and Safety Code, 502.009(g)		
5.4.008	5.4.008	Hazard Communication Plans	US	5	US + 5		Texas Health and Safety Code, 502.009(g)		
5.4.009	5.4.009	Workplace Chemical Lists	FE	30	FE + 30		Texas Health and Safety Code, 502.009(d)		
5.4.010	5.4.010	Material Safety Data Sheets	AC	1	AC + 1		AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		
5.4.011	5.4.011	Visitor Control Registers	FE	3	FE + 3				
5.4.012	5.4.012	Security Access Records	AC	2	AC + 2		AC = Until superseded, date of expiration, or date of termination, whichever sooner.		

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Records Retention Schedule

SLR 105

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1. Page 28 of 29

2. Agency Code 802		3. Agency Name Texas Parks & Wildlife							
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			Agency	Storage	Total				
5.4.013	5.4.013	Disaster Preparedness and Recovery Plans	US		US				
5.4.	5.4.TPW5	Specific or General Liability Release – Signed or acknowledged forms regarding park activities, group use area or use activities, etc.	FE	5	FE + 5				
5.4	5.4.TPW6. A	Mandated TPWD Instructed Public Education Course Records – Individual Original paper file and support documents.	AC	3	AC + 3		AC = Fiscal Year date of course taken + Data entered into Master Database Log & confirmed.		
5.4	5.4.TPW6. B	Mandated TPWD Instructed Publication Course Records – Master Database Log – consolidated information log crated from the individual paper files.	AC	75	AC + 75		AC = Fiscal year date certificate is issued and entered into electronic record database.		
5.5.001	5.5.001	Billing Detail – Telecommunications (Other Than TEX-AN)	FE	3	FE + 3				
5.5.002	5.5.002	Long Distance Telephone Logs	AV		AV				
5.5.003	5.5.003	Station Activity Reports	AV		AV				
5.5.004	5.5.004	System Activity Reports	AV		AV				
5.5.006	5.5.006	Billing Detail – Telecommunications (TEX-AN)	FE	3	FE + 3				
5.5.007	5.5.007	Disputed Call Documentation	FE	3	FE + 3				

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			Agency	Storage	Total					
5.6.001	5.6.001.A	Airplane Flight Logs – State Owned	LA	3	LA + 3					
5.6.001	5.6.001.B	Airplane Flight Logs – Leased	FE	3	FE + 3					
5.6.002	5.6.002	Airplane Passenger Lists	FE	3	FE + 3					
5.6.003	5.6.003	Inspection Repair and Maintenance Records – Vehicles	LA	5	LA + 5					
5.6.004	5.6.004	License and Driving Record Checks	AC		AC		AC = Until superseded or until termination of employment.			
5.6.005	5.6.005	Vehicle Use Reports	FE	3	FE + 3					
5.6.	5.6.007.A	Vehicle Titles & Registrations – TPWD Owned Vehicles	LA	5	LA + 5		LA = Life of Asset			
5.6.	5.6.007.B	Vehicle Titles & Registrations – Public Owned Boats/ Motors & others requiring Title & Registration	FE	10	FE + 10		FE = Fiscal year of Purchase.			
5.6.008	5.6.008	Pilot License Verification	AC	5	AC + 5		AC = Termination of employment.			
5.6.009	5.6.009	Parking Permits or Assignments	US		US					

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