

October 18, 2023



Melissa Laneman  
Records Management Officer  
4200 Smith School Rd.  
Austin, TX 78744

Dear Melissa Laneman,

The 9th recertification of your agency's records retention schedule is approved for use as of **10/18/2023**, and it may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please ensure that all old copies of the schedule are superseded with this certified copy.

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

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

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

*Commission Chair*  
Martha Wong

*Members*  
David C. Garza  
F. Lynwood Givens  
David Iglesias  
Arthur T. Mann  
Bradley S. Tegeler  
Darryl Tocker

*Director and Librarian*  
Gloria Meraz

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

Each agency schedule must be reviewed, updated, and submitted for recertification according to a timeline established by the Texas State Library and Archives Commission. Your next recertification is scheduled for **October 2028**.

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

Sebastian Loza  
[sloza@tsl.texas.gov](mailto:sloza@tsl.texas.gov)  
512-463-0188

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,

A handwritten signature in black ink, appearing to be "CK" or similar initials.

Craig Kelso  
Director and State Records Administrator

cc: Agency head

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*

SLR 105C

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



# STATE OF TEXAS Records Retention Schedule Certification

## Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 802  
Agency Name Texas Parks and 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 Melissa Laneman  
Name (Print or type) Melissa Laneman  
Date 05/25/2023

## 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)

**Not Required at This Time**

Signature \_\_\_\_\_  
Name (Print or type) \_\_\_\_\_  
Date \_\_\_\_\_

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

Signature Gloria Meraz  
Name (Print or type) Gloria Meraz  
Date 10/12/2023

Cert/Recert No. 9 Amendment No. \_\_\_\_\_

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# CAUTION

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

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

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

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





**STATE OF TEXAS**  
**Records Retention Schedule**

SLR 105  
 Rev. 2021-07

**Retention Codes (field 7)**

AC – See field 9 for specific records series definition  
 AV – Administratively valuable  
 CE – Calendar year end

FE – Fiscal year end  
 LA – Life of Asset  
 PM – Permanent  
 US – Until Superseded

**Archival Codes (Field 10)**

A/1 – Transfer to State/University Archivist  
 R/O – Review by State/University Archivist  
 E – Exempt from archival review and transfer

1. Agency Code: 802		2. Agency Name: Texas Parks & Wildlife Department									
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
TPW 1.1.002	1.1.002	Audits	Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors. Includes working papers that support the audit.	AC	7			AC= Publication or release of final audit findings.		Note: The State Auditor’s Office (SAO) retains any copies of its audits performed on Texas State agencies. See Agency Item # (AIN) TPW 5.4.018 and TPW 5.4.019 for Audit Plan records.	
TPW 1.1.004	1.1.004	Legislative Appropriations Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC= September 1 of odd-numbered calendar years.		Note: Report is developed and electronically distributed by Financial Resources. Archives Note: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
TPW 1.1.006	1.1.006	Complaint or Feedback Records	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints. Does not include similar Law Enforcement activities.	AC	2			AC= Date of receipt, action taken or final disposition of the complaint, whichever comes last.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of AIN TPW 1.1.048.	



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TPW 1.1.007.A	1.1.007	Correspondence - Administrative	Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.	FE	4				R	CAUTION: This records series and AIN TPW 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. Related Note: Correspondence incorporated within another record series must be retained as long as the designated retention period for that series. Note: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Also see: AIN TPW 1.1.007.B, 1.1.007.C and 1.1.007.D.	
TPW 1.1.007.B	1.1.007	Correspondence - Administrative - Executive Director	See 1.1.007.A description	FE	4				A	Archives Note: The archival requirement is met by sending the records to the TPW Records Management Branch for review, then submission to the State Archivist, Archives & Info Services Div., TSLAC.	
TPW 1.1.007.C	1.1.007	Correspondence - Administrative - Division Director	See 1.1.007.A description	FE	4				R	R = Review by State Archivist.	



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TPW 1.1.007.D	1.1.007	Correspondence - Administrative - Commissioners, Committee Chairs	See 1.1.007.A description	FE	4				R	R = Review by State Archivist.	
TPW 1.1.008	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	FE	2					See Caution note for AIN TPW 1.1.007.A	
TPW 1.1.010	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures.	US	1						
TPW 1.1.011	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency. Includes Proclamations.	US	3				A	Note: The archival requirement is met by sending the records to the TPW Records Management Branch for submission to the State Archivist, Archives & Info Services Div., TSLAC.	
TPW 1.1.011.A	1.1	Executive Summaries	A descriptive narrative that summarizes Executive Order documents. The summary restates the purpose of the document and highlights the major points, results, conclusions, and/or recommendations.	US	1				E	Archives Note: E= Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, 10/18/99.	



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TPW 1.1.013	1.1.013	Calendars, Appointment and Itinerary Records	Calendars, appointment books, or programs, and scheduling or itinerary records, maintained by staff during business hours that document appointments, itineraries, and other activities of an agency official or employee.	CE	1				R	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. Archives Note: Only the calendars, appointment, and itinerary records of elected officials, agency heads, and board or commission members require archival review. Contact the State Archives when these records have met their retention periods.	



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					Years	Months	Days				
TPW 1.1.014	1.1.014	Legal Opinions and Advice	From agency legal counsel or the Attorney General, including any requests eliciting the opinions.	AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation or opinions rendered for Public Information Act Request. See AIN TPW 1.1.048, 1.1.020 and 1.1.021.  Archives Note: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the State Archivist with TSLAC for archival preservation. See page ix of the State Records Retention Schedule issued by TSLAC for additional guidelines.  Note: The archival requirement is met by sending the records to the TPW Records Management Branch for submission to the State Archivist, Archives & Info Services Div., TSLAC.	





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TPW 1.1.019.A	1.1.019	Public Relations Records - News or Press	News, press releases, marketing files and collateral, or any public relations files maintained or issued by an agency. Includes print, electronic, audio (podcast), and audiovisual records.	AC	5			AC= Date of release.	A	Note: The archival requirement is met by sending the records to the TPW Records Management Branch for submission to the State Archivist, Archives & Info Services Div., TSLAC.	
TPW 1.1.019.B	1.1.019	Public Relations Records - Radio Programs Only	Passport to Texas and outreach programming aired on radio stations; records can include mixed media and support documentation.	AC	5			AC= Date of release.	E	Archives Note: E = 10/18/99 Archival review code removed subsequent to appraisal by the Archives & Info. Services Div., TSLAC.	
TPW 1.1.020	1.1.020	Public Information Requests (Open Records Requests) - Not Exception/Fulfilled	Includes all correspondence and documentation relating to requests for records that are furnished to the public under the Public Information Act (Chapter 552, Government Code). Also includes withdrawn requests.	AC	1			AC= Date request fulfilled.			
TPW 1.1.021	1.1.021	Public Information Requests (Open Records Requests) - Exception/Not fulfilled	Includes all correspondence and documentation relating to requests for records that are excepted/not fulfilled under the Public Information Act (Chapter 552, Government Code), including records provided to the legislature under section 552.008.	AC	2			AC= Date of notification that records are exempt from a request.			



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					Years	Months	Days				
TPW 1.1.023	1.1.023	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					A	Archival Note: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the State Archives with TSLAC. Organizational charts showing division/department level detail are not considered archival.	
TPW 1.1.024.A	1.1.024	Plans and Planning Records -State Parks	Plans and records relating to the process of planning new or redefined programs, services or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	
TPW 1.1.024.B	1.1.024	Plans and Planning Records-Infrastructure	See 1.1.024.A for description	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	
TPW 1.1.024.D	1.1.024	Plans and Planning Records-Inland Fisheries.	See 1.1.024.A for description	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	
TPW 1.1.024.E	1.1.024	Plans and Planning Records-Coastal Fisheries	See 1.1.024.A for description	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	



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					Years	Months	Days				
TPW 1.1.024.F	1.1.024	Plans and Planning Records-Wildlife	See 1.1.024.A for description	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	
TPW 1.1.024.G	1.1.024	Plans and Planning Records-Law Enforcement	See 1.1.024.A for description	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	
TPW 1.1.024.H	1.1.024	Plans and Planning Records-Other Divisions not listed above	See 1.1.024.A for description	AC	3			AC= Decision made to implement or not to implement result of planning process.	R	Archives Note: Data processing planning records are not archival.	
TPW 1.1.026	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC= Date of publication in the Texas Register.			
TPW 1.1.027	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence.	AV							
TPW 1.1.038	1.1.038	Surveys and Questionnaires	Surveys soliciting feedback from customers, clients, or stakeholders of an agency, and the statistical data maintained rating an agency's performance.	AC				AC= Final disposition of summary report.		Note: See AIN TPW 1.1.067 for summary reports compiled from customer surveys.	



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					Years	Months	Days				
TPW 1.1.040	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, or presentations delivered in conjunction with agency work.	AC	2			AC= End of event, until superseded, or obsolete.	R	Archives Note: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review. Note: The archival requirement is met by sending the records to the TPW Records Management Branch for submission to the State Archivist, Archives & Info Services Div., TSLAC. Note: See AIN TPW 1.1.043	
TPW 1.1.043	1.1.043	Training Materials	Instructional materials and other records developed by an agency associated with training the entities or non-personnel individuals it regulates or serves, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in external training programs.	AC	1			AC= Close of training session, after training materials superseded, or termination of training program, as applicable.		CAUTION: Does not include hazardous material training records. See AIN TPW 5.4.007. Note: See AIN TPW 3.3.030 for internal personnel training materials.	



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					Years	Months	Days				
TPW 1.1.048	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	10			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 disposition of a court (or of a court on appeal, if applicable) in a lawsuit.	R	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. See page ix of the State Records Retention Schedule issued by TSLAC for additional guidelines.	
TPW 1.1.053	1.1.053	Registration Logs	Logs or similar records used to register persons appearing before state agencies as required by Chapter 2004, Government Code, including quarterly reports filed with the Texas Ethics Commission (TEC).	AC	3			AC= Report filed with the Texas Ethics Commission, or date quarterly report would have been filed when the agency has no information to report.			
TPW 1.1.055	1.1.055	Strategic Plans	Operational strategic plans, which include descriptions of information resources programs, prepared in accordance with Government Code, 2054.095 and 2056.002. <u>Includes</u> working files and related documentation used in creating the final plan.	AC	6			AC= September 1 of odd-numbered calendar years.		Note: Government Code 2056.002 requirement is met by sending the required 2 copies to TPW Records Management Branch for submission to the Texas State Publications Depository Program, Archives & Info. Services Div., TSLAC.	Government Code, 2054.095 and 2056.002.
TPW 1.1.056	1.1.056	ADA (Americans with Disabilities Act) Documentation	Self-evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	AC	3			AC= Completion of project.			28 CFR 35.105 (c).



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					Years	Months	Days				
TPW 1.1.057	1.1.057	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.	AC				AC= purpose of record has been fulfilled.		CAUTION: These records should not be part of another records series listed in this schedule or, of a 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.  Note: Completion of "Request for Authority to Dispose of Paper (Print) / Electronic (Digital) Records" (PWD 1037) is not required for this record series.	



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TPW 1.1.058	1.1.058	Meeting Agenda and Minutes (Open Meetings)	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	PM					A	CAUTION: This records series and AIN TPW 1.1.059, 1.1.060, 1.1.061, and 1.1.062 must be used for those state boards, committees, commissions, and councils, which by law or the biennial Appropriations Act, are administered by another state agency. These records and all others related to the functions of any of these dependent entities must be included in the records retention schedule of the administering agency. Archives Note: Agency retains permanent record copy. Archival requirement is met by sending one microfilm copy to Archives and Information Services Division, TSLAC.	Government Code, Chapter 551
TPW 1.1.059	1.1.059	Meetings, Agendas and Minutes or Audiovisual Recordings of Closed Meetings	Agendas, minutes, or audiovisual recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC= The date of the meeting or completion of pending action involving the meeting, whichever is later.		Note: See caution comment at AIN TPW 1.1.058.	Government Code, 551.104 (a).



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A/I – Transfer to State/University Archivist  
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					Years	Months	Days				
TPW 1.1.060	1.1.060	Meetings, Audiovisual Recordings of Open Meetings	Audiovisual recordings of open meetings of state boards, commissions, committees, and councils.	AC			90	AC= Official Approval of written minutes of the meeting by the governing body of an agency.		CAUTION: It is an exception to the AC+90 days retention that if an agency does not prepare written minutes, it must retain recordings of open meetings permanently, following the same retention requirements of AIN TPW 1.1.058.	
TPW 1.1.061	1.1.061	Meeting - Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC= Approval of the written minutes by the governing body.		Note: See caution comment at AIN TPW 1.1.058.	
TPW 1.1.062	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils, including exhibit items, documentation for agenda items, public comment forms, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	PM					A	Note: Agency retains permanent record copy. Archival requirement is met by including records with AIN TPW 1.1.058 on microfilm copy that is sent to Archives and Information Services Division, TSLAC. Note: See caution comment at RSIN 1.1.058.	
TPW 1.1.063	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.	FE	1						





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					Years	Months	Days				
TPW 1.1.064	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					CAUTION: The FISCAL YEAR END + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures. Note: See AIN TPW 1.1.068 for reports on agency performance measures. Note: When Creating A New Record -- The publication requirement is met by sending the required 2 copies to TPW Records Management Branch for submission to the Texas State Publications Depository Program, Archives & Info. Services Div., TSLAC.	
TPW 1.1.065.A	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						CAUTION: Does not include source documentation or used for information or data included in or directly related to another records series in this schedule. See AIN TPW 1.1.064. Note: When using data or information to report to regulating agency, defer to the records retention process of that authority.	



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TPW 1.1.065.B	1.1.065	Maps, Plats and Similar Drawings.	Includes but not limited to these collections: Geographic Information Systems, Archeological Sites including caves.	AV					A	Notes: When Creating New Records -- The publication and archival requirements are met by sending the required 5 paper copies to TPW Records Management Branch for submission to the Texas State Publications Depository Program, Archives & Info. Services Div., TSLAC and Archival requirements would be met if digital records are sent to the Texas Digital Archives, TSLAC. Old Paper Records OR Items Not Sent When Created -- The archival requirement is met by sending the "original" paper records yearly (Sept.1), after they have fulfilled their retention, to the TPW Records Management Branch, for submission to the State Archivist, Archives & Info. Services Div., TSLAC.	



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					Years	Months	Days				
TPW 1.1.066	1.1.066	Reports - Biannual or Annual Agency (Narrative).	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute. Includes working files and related documentation used in creating final report.	AC	6			AC= September 1 of odd-numbered calendar years.		Archives Note: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	



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					Years	Months	Days				
TPW 1.1.067.A	1.1.067	Reports and Studies (Non-Fiscal) State Parks	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	AC	5			AC= Upon completion or close.	A	Archives Notes: Reports are archival when they deal with a significant aspect of the agency's programs. Note: The publication and archival requirements are met by sending the required copies to TPW Records Management Branch for submission to the Texas State Publications Depository Program, Archives & Info. Services Div., TSLAC. Note: see AIN TPW 1.1.065 for raw data used to produce reports.	
TPW 1.1.067.B	1.1.067	Reports and Studies (Non-Fiscal) Infrastructure	See 1.1.067.A for description	AC	5			AC= Upon completion or close.	A	See Archives Notes for AIN TPW 1.1.067.A.	
TPW 1.1.067.D	1.1.067	Reports and Studies (Non-Fiscal) Inland Fisheries	See 1.1.067.A for description	AC	5			AC= Upon completion or close.	A	See Archives Notes for AIN TPW 1.1.067.A.	
TPW 1.1.067.E	1.1.067	Reports and Studies (Non-Fiscal) Coastal Fisheries	See 1.1.067.A for description	AC	5			AC= Upon completion or close.	A	See Archives Notes for AIN TPW 1.1.067.A.	
TPW 1.1.067.F	1.1.067	Reports and Studies (Non-Fiscal) Wildlife	See 1.1.067.A for description	AC	5			AC= Upon completion or close.	A	See Archives Notes for AIN TPW 1.1.067.A.	
TPW 1.1.067.G	1.1.067	Reports and Studies (Non-Fiscal) Law Enforcement	See 1.1.067.A for description	AC	5			AC= Upon completion or close.	A	See Archives Notes for AIN TPW 1.1.067.A.	



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TPW 1.1.067.H	1.1.067	Reports and Studies (Non-Fiscal) Other Divisions not listed above	See 1.1.067.A for description	AC	5			AC= Upon completion or close.	A	See Archives Notes for AIN TPW 1.1.067.A.	
TPW 1.1.067.I	1.1.067	Reports and Studies (Non-Fiscal) Legislative Bill Analysis	Documentation and reports compiled by Executive Office that reflect agency analysis on passed bills filled during legislative session.	AC	3			AC= Upon completion or close.	A	Note: Records Management (RM) Branch needs one paper copy of passed bills analysis documentation. RM will retain paper record for retention period but microfilm and transfer to Archives & Info. Services Div., TSLAC.	
TPW 1.1.068	1.1.068	Report on Performance Measures	Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC	6			AC= September 1 of odd-number calendar years.		Note to Financial Resources Div. (FR) Planning, Analysis & Reporting: Send electronic file of publication to the Records Management Branch for submission to the Texas State Publications Depository Program, TSLAC.  Note: See AIN TPW 1.1.064 for documentation used to produce reports on agency performance measures.	
TPW 1.1.069.A	1.1.069	Reports - Activity (Includes Activity Logs)	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.	FE	1					CAUTION: If reports are used to document performance measures, see AIN TPW 1.1.064.	



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					Years	Months	Days				
TPW 1.1.069.B	1.1.069	Reports - Activity - Law Enforcement Incident Reports, Case Files	Case Files and Incident reports recorded by agency Law Enforcement or Park Police Officers.	AC	5			AC= After investigation or case is closed.		CAUTION: If a case becomes the subject of litigation, it must be included in and is subject to the minimum retention period of AIN TPW 1.1.048. Note: may include documentation and data entered into incident reporting system or databases.	
TPW 1.1.070	1.1.070	Agency Rules, Policies, and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			AC= Until superseded, or termination of program, rules, policies, or procedures, whichever applicable.	R	Archives Note: Working files and related documentation used in creating the final rules, policies, and procedures are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
TPW 1.1.072	1.1.072	Public Information Reports	Reports made to the Office of Attorney General (OAG) on an agency's Public Information Act activities, per Government Code, 552.010.	FE	2						Government Code, 552.010.



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					Years	Months	Days				
TPW 1.1.073	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes.	AC	3			AC= Last action.	R	Archives Note: Only records that lead to substantial or statutory changes to the operations of the agency and its policies and procedures should be retained for archival review. Contact the State Archives when these records have met their retention periods. CAUTION: These records may be maintained with related information, including meeting notices, proofs of publication, and meeting minutes, and require a longer retention period.	
TPW 1.1.074	1.1.074	Sunset Review Report and Documentation	Sunset Review Report, agency self-study, and other correspondence and supporting documentation related to the Sunset review process for state agencies.	AC	3			AC= After the subsequent Sunset Review.	R	Archives Note: Related documentation includes the agency self-evaluation report, agency response to the commission's draft report, and documentation of the agency's implementation of the commission's final recommendations.	



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TPW 1.1.075	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code, 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	5			AC= Date of final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071. Government Code, 2009.054.
TPW 1.1.076	1.1.076	Subpoenas	Subpoenas for production of evidence produced for litigation in which the state agency is not a party. Includes legal documents requiring recipient to appear in court to testify, or to produce records to be used in litigation.	AC				AC= Date request fulfilled.		Note: For subpoenas related to litigation in which the state agency is a party, see AIN TPW 1.1.048.	





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TPW 1.1.077	1.1.077	Release of Records Documentation	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	AC				AC= Date records released.		CAUTION: Some records releases may require a longer retention period. Agencies must determine if a longer retention period is required based on any federal or state statutes or regulations that apply to the agency's functions. Agency legal staff should be consulted.  Note: See AIN TPW 1.1.020 for records released under the Public Information Act. See AIN TPW 1.1.076 for records produced for a subpoena. See AIN TPW 1.1.048 for records produced for litigation.	
TPW 1.1.078	1.1.078	Waivers of Liability/ General or Specific Liability Release	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by state agency policies, etc. Signed or acknowledged forms regarding park activities, group use area or other use activities, etc.	AC	5			AC= Date of cessation of activity for which the waiver was signed.		CAUTION: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See AIN TPW 5.4.001 and 5.4.014a/b. Note: See AIN TPW TPW 3.3.TPW1 and TPW 3.3.TPW2 for Volunteer records. Note: Replaces TPW 5.4.TPW5; Liability Release, from 2018 Agency Retention Schedule.	



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TPW 1.1.079	1.1.079	Copyright Records	Copyright records which pertain to employees' original work. May include but not limited to a copy of the work itself as submitted to the United States Copyright Office and the corresponding copyright application, registration notice, and supplementary documents.	AC				AC= Expiration of Copyright.	R		17 USC 302.
TPW 1.1.TPW1. A	1.1	Photographs/Drawings - Historical	Related to services, programs or scope of agency but are not included as a part of reports, studies, publications, or any other record series, but has State/Agency historical value.	AV					A	Notes: The archival requirement is met by sending the "original" paper or electronic records to the TPW Records Management Branch, for submission to the State Archivist, Archives & Info. Services Div., TSLAC./Texas Digital Archives, TSLAC.	
TPW 1.1.TPW1. B	1.1	Photographs - Non-- Historical	Non-Historical value and are not required to be retained by any record series.	AV							
TPW 1.1.TPW2. A	1.1	Project/Program Files, State Parks	Collections of related documents kept in name or number order, etc., reflecting research, services, agreements, or relating to specific objectives and requires long term relation and/or kept for research use. Does not include Construction Projects.	AC	5			AC= Closed or completed.	R	Note: See AIN TPW 5.2.002 for Construction Projects.	



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TPW 1.1.TPW2. B	1.1	Projects/Program Files, Infrastructure	See TPW 1.1.TPW2.A for description	AC	5			AC= Closed or completed.	R		
TPW 1.1.TPW2. D	1.1	Project/Program Files, Inland Fisheries	See TPW 1.1.TPW2.A for description	AC	5			AC= Closed or completed.	R		
TPW 1.1.TPW2. E	1.1	Project/Program Files, Coastal Fisheries	See TPW 1.1.TPW2.A for description	AC	5			AC= Closed or completed.	R		
TPW 1.1.TPW2. F	1.1	Project Program Files, Wildlife	See TPW 1.1.TPW2.A for description	AC	5			AC= Closed or completed.	R		
TPW 1.1.TPW2. G	1.1	Project/Program Files, Law Enforcement	See TPW 1.1.TPW2.A for description	AC	5			AC= Closed or completed.	R		
TPW 1.1.TPW2. H	1.1	Project/Program Files, Other Divisions not listed above	See TPW 1.1.TPW2.A for description	AC	5			AC= Closed or completed.	R		
TPW 1.2.001	1.2.001	Destruction Authorizations	Documents authorizing final disposition of records under a certified records retention schedule. Records may also include destruction authorizations (e.g. form RMD 102) approved by Texas State Library and Archives Commission.	FE	3					CAUTION: If destruction authorizations are maintained as part of AIN TPW 1.2.010 (Records Disposition Logs), then longer retention period applies. Note: Destruction Authorizations and Records Disposition Logs are currently combined through the PWD1037 Form.	



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					Years	Months	Days				
TPW 1.2.003	1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form or any associated design or design modification requests.	AC	2			AC= Discontinuance of use of form (change).			
TPW 1.2.005	1.2.005	Records Retention Schedule	A records retention schedule (i.e. form SLR 105) that identifies the records that are created and maintained by an agency, provides the minimum timeframes the records must be retained, and includes instructions for their disposition. This series may include working files and documentation of certification and approval by the Texas State Library and Archives Commission.	US						Note: Original is retained by the State and Local Records Management Div/TSLAC; TPWD will have a working convenience copy.	
TPW 1.2.006	1.2.006	Records Transmittal Forms	Forms used to track the transmittal of records to/from onsite and offsite storage areas or a transfer of physical custody.	AV							



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					Years	Months	Days				
TPW 1.2.010	1.2.010	Records Disposition Logs	Logs or similar records listing records disposed of by an agency, which might include records series title, dates of records, and date of disposition.	FE	10					CAUTION: Disposition can mean destroyed or transferred. Note: If destruction authorizations are maintained as part of AIN TPW 1.2.010 (Records Disposition Logs), then longer retention period applies. Note: Destruction Authorizations and Records Disposition Logs are currently combined through the PWD1037 Form.	
TPW 1.2.012	1.2.012	Record Inventories	Worksheets or working papers used to capture records inventory information, including location tracking and to document existence and requirements of a records series.	US							
TPW 1.2.013	1.2.013	Records Access and Locators Aids	Documentation used to provide and improve access to records. Includes indexes, card files, shelf lists, registers, guides, and other finding aids.	AC				AC= When aid is superseded or no longer needed because associated records have been destroyed.		CAUTION: These records must carry the same retention period and archival code of the records they support.	
TPW 1.2.014	1.2.014	Records Management Policies and Procedures	Records management plans and similar records that establish the policies and procedures under which records and information are managed in an agency.	US	1						



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TPW 1.3.001.A	1.3.001	State Publications	Information in any format that is publicly distributed and produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency. except a publication that is subject to a different retention period in this schedule. Includes but is not limited to: a publication distributed in print; on microform; as audiovisual material; as interactive media or on electronic external storage device; as an online publication (including websites); which is an index to other online publications; as one or more text, graphic, or other digital files; or as a user interface to a computer database. Retention applies to a master copy of produced publications except a publication that is subject to a different retention period in this schedule.	AC	5			AC= Until superseded or obsolete.		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law. 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.  Note: Send required number copies of publications to Records Management for submission to the Texas State Publications Depository Program, TSLAC.	Government Code, 441.103-441.105; 13 TAC §§3.1-3.8.
TPW 1.3.001.B	1.3.001	State Publications - Television Programs	Specific to Texas Parks and Wildlife Television Production episodes and stand alone media productions broadcasted.	AC	5			AC= After 1st date aired.	R	Note: The archival requirement is met by sending one DVD copy of each complete program after the program aired, to the TPWD Records Management Branch, for submission to the State Archivist, Archives & Info. Services Div., TSLAC.	



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TPW 1.3.002	1.3.002	Publication Development Files	Physical and digital development and design files used to create State Publications, including but not limited to background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R	Archives Note: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.  Note: See AIN TPW 1.3.001 for final State Publications created from development files.	



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TPW 2.1.002	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC= Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		CAUTION: Owners and administrators of the data must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere. Note: The disposal of monitoring records that are automatically overwritten need not be documented through destruction authorizations (AIN TPW 1.2.001) or in records disposition logs (AIN TPW 1.2.010), but agency divisions should consult with Records Management and refer to Agency RM policy in regard to disposition of these records.	
TPW 2.1.007	2.1.007	Computer Software Programs	Agency-developed automated software applications, operating system files, and associated processing files, including job control language, programs, applications, scripts, source code, etc.	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.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.





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TPW 2.1.008	2.1.008	Computer Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, equipment control systems, and associated processing files.	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.
TPW 2.1.009	2.1.009	Hardware and Software Technical Documentation	Records adequate to specify all technical characteristics necessary for reading or processing electronic records; to document modifications to computer programs; to access, retrieve, manipulate, and interpret data in an automated system; and allow for their timely, authorized disposition. Records include but are not limited to: user guides, system or sub-system definitions, system specifications, input and output specifications, system flow charts, program flow charts, program maintenance logs, change notices, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	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.



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TPW 2.1.010	2.1.010	Audit Trail Records	Files needed for electronic data audits. Records include but are not limited to: reports showing transactions accepted, rejected, suspended, and/or processed; history files or tapes; records of updates to application files; and security logs.	AC				AC= All audit requirements have been met.			
TPW 2.2.001	2.2.001	System Monitoring Records	Hardware and software components for monitoring agency's computer system resources and performance.	AV							
TPW 2.2.002	2.2.002	Chargeback Records to Data Processing Services Users	Records documenting usage, costs, billing, cost recovery, budgeting, and administrative functions of computer usage and data processing services for individual units/departments/divisions in an agency.	FE	3						
TPW 2.2.010	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See AIN TPW 2.1.009.	
TPW 2.2.011	2.2.011	Data Input Documents	Forms and logs used to enter and reconcile data sets submitted for processing.	AC				AC= Data entered into applicable system and if required, verified.			



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TPW 2.2.013	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations. Records include but are not limited to: records of errors or failures and the loss of data resulting from such failures; documentation of abnormal termination and of error-free processing; checks of changes put into production; transaction histories; and other records needed as an audit trail to evaluate data accuracy.	AC				AC= No longer needed as an audit trail for any records modified.		Note: For quality control records related to non-IT procedures, see AIN TPW 5.2.018.	
TPW 2.2.014	2.2.014	Internet Browser Files	A record of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						Note: The disposal of internet history records need not be documented through destruction authorizations (AIN TPW 1.2.001) or in records disposition logs (AIN TPW 1.2.010), but agency divisions should consult with TPW Records Management Branch and refer to Agency RM policy in regard to disposition of these records.	



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TPW 2.2.016	2.2.016	Software Registrations, Warranties and License Agreements	Records documenting the registration and licensing of a software application to activate the software for legal use by the end users of a state agency, along with warranties providing that the software will perform in accordance with functional specifications.	LA	3						
TPW 2.2.017	2.2.017	Help Desk Tickets	Records documenting the request for and response to help desk tickets received by divisions or units, such as information technology.	AV							
TPW 2.2.018	2.2.018	Biennial Information Security Plan	Biennial information security plan for protecting the security of the agency's information.	US							1 TAC 202.23; 1 TAC 202.73.
TPW 3.1.001	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include ADA Accommodation Requests. See AIN TPW 3.1.042.	29 CFR 1602.31.
TPW 3.1.002	3.1.002	Personnel Files Including Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			AC= Termination of employment.		Note: See Master Personnel File list in accordance to HR Policy HR-03-11.	



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TPW 3.1.006	3.1.006	Employee Counseling Records	Notes, memoranda, or reports relating to the counseling of an employee for work-related, personal, or substance abuse problems. Usually maintained at the supervisorial level except in those agencies with counseling staff.	AC	3			AC= Termination of counseling.			
TPW 3.1.011	3.1.011	Employee Benefits Records	Agency copies of information relating to the selection by employees of life, health, vision, dental, disability, and other types of insurance or benefits offered by the State of Texas to its employees.	AC	3			AC= Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for AIN TPW 3.2.001.	
TPW 3.1.012	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.	AC	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.		Note: may be included in AIN TPW 3.1.014.	29 CFR 1602.31.
TPW 3.1.013	3.1.013a	Employment Contracts	Includes a contract or agreement regarding the terms and conditions of employment of an individual and a contract with a vendor for temporary staffing services.	AC	7			AC= Expiration or termination of the contract according to its terms.			Government Code, 441.1855.



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TPW 3.1.014	3.1.014	Employment Selection Records	Includes notes of interviews with candidates; questions asked of applicants; audio and video recordings of job interviews; driving record and previous injury checks; pre-employment physical examinations; and all other records that document the selection process, except for those noted in Remarks.	AC	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include criminal history checks; see AIN TPW 3.1.026. Does not include drug screening test results; see AIN TPW 3.1.040a/b/c. Does not include pre-employments skills tests; see AIN TPW 3.3.027 and 3.3.028. Does not include pre-employment polygraph examinations; see AIN TPW 3.1.043. Note: May be included with AIN TPW 3.1.012.	29 CFR 1602.31.
TPW 3.1.018	3.1.018	Grievance Records	Records relating to the review of employee grievances or complaints against personnel policies, working conditions, etc.	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 (DOL). See AIN TPW 1.1.048.	
TPW 3.1.019	3.1.019	Performance Appraisals	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of an employee.	FE	2						29 CFR 1620.32(c).



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TPW 3.1.020	3.1.020	Personnel Corrective Action Documentation	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC= Termination of corrective action.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under AIN TPW 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by AIN TPW 3.1.021.	
TPW 3.1.021	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those actions which may affect pay, status, or tenure. They are imposed to discipline an employee whose conduct is harmful to the best interests of the state, the agency, or the employee work force; and for failure to improve performance or conduct following imposition of corrective action. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communication.	AC	5			AC= Termination of employment.			



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TPW 3.1.022	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee, including pay grade, position classification, employee number, evaluation date, and termination of employment.	FE	2						29 CFR 1602.31.
TPW 3.1.023	3.1.023	Position/Job Description	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC= Until superseded or job elimination.			40 TAC 815.106 (i).
TPW 3.1.024	3.1.024	Physical Examination/Medical Reports	Medical or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.	AC	2			AC= Until superseded or termination of employment.		CAUTION: Does not include pre-employment physical examinations. See AIN TPW 3.1.014. Does not include medical or physical examinations for employees exposed to hazardous materials. See AIN TPW 5.4.016a/b.	
TPW 3.1.026	3.1.026	Criminal History Checks	Criminal history record information on job applicants or agency employees obtained from the Department of Public Safety (DPS).	AC				AC= The criminal history record has served the immediate purpose for which it was obtained.			
TPW 3.1.027	3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.	AC	5			AC= Termination of employment.			





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TPW 3.1.029	3.1.029	Employment Eligibility, Documentation or Verification of	Federal reporting form (Form I-9).	AC				AC= 3 years after date of hire or 1 year after termination of employment, whichever later.		CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2 (b)(2)(i)(A) and (c)(2).
TPW 3.1.034	3.1.034	Resumes - Unsolicited	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	FE	1					Note: See AIN TPW 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
TPW 3.1.036	3.1.036	Apprenticeship Records	Summary of apprenticeship applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.	FE	5						29 CFR 30.8 (e).
TPW 3.1.037	3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.	AC	5			AC= Termination of employment.			



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TPW 3.1.038	3.1.038	Public Access Option Form	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US						CAUTION: Most recent public access election information must be kept as long as the former employee verification records. See AIN TPW 3.3.011.	
TPW 3.1.039	3.1.039	Ombudsman Records	Consultation records, notes, letters, memos, emails, reports, and other documentation.	AC				AC= Final decision or matter closed.		CAUTION: Does not include formal complaint filed with EEOC (Equal Employment Opportunity Commission). If matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. See AIN TPW 1.1.048, 3.1.006, 3.1.018, 3.1.020, and 3.1.021.	



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TPW 3.1.040.A	3.1.040a	Employee Drug Test and Screening Records - Positive Results and Calibration	Records of employee alcohol test results indicating an alcohol concentration of 0.02 or greater; records of employee verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; employee evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary.	AC	5			AC= Final Test Results received.			49 CFR 382.403 for commercial motor vehicle drivers.
TPW 3.1.040.B	3.1.040b	Employee Drug Test and Screening Records - Collection Records	Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices).	AC	2			AC= Final Test Results received.		See AIN TPW 3.1.040a for calibration documentation.	
TPW 3.1.040.C	3.1.040c	Employee Drug Test and Screening Records - Negative Results	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	AC	1			AC= Final Test Results received.			



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TPW 3.1.041	3.1.041	Employee Acknowledgement and Agreement Forms	Agreements between employee and agency authorizing certain actions, including acknowledgement forms, telecommuting agreements, outside/secondary employment authorizations, or other documentation that show proof of receipt and awareness of and adherence to agency policies and procedures.	AC	2			AC= Until superseded, obsolete, or date of separation, as applicable.		Note: See AIN TPW 5.4.012 for security access records.	
TPW 3.1.042	3.1.042	ADA Accommodation Requests	Employee or applicant requests for reasonable accommodation under the ADA (Americans with Disabilities Act).	AC	2			AC= for employees, termination of employment; for job applicants who were not selected. Date of application.			29 CFR 1602.31.
TPW 3.1.043	3.1.043	Polygraph Examination Results	Polygraph examinations and results that are administered as a part of the employment selection process.	AC	3			AC= final results received.			29 CFR 801.
TPW 3.2.001	3.2.001	Employee Deduction Authorizations	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC= After termination of employee or after, expiration, or termination of authorization, whichever sooner.			
TPW 3.2.002	3.2.002	Employee Earning Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.	FE	4						40 TAC 815.106 (i).



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TPW 3.2.003	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC= Tax due date, date claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001-1 (e) (2).
TPW 3.2.004	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.	FE	2						29 CFR 516.6 (c).
TPW 3.2.005	3.2.005	W-4 Forms	Employer's copy of "Employee's Withholding Exemption Certificate".	AC	4			AC= Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1 (e) (2).
TPW 3.2.006	3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.	FE	2						29 CFR 516.6 (a) (2).
TPW 3.2.007	3.2.007	Unemployment Compensation Records	Records and documentation relating to unemployment compensation claims, including reimbursement of funds disbursed by Texas Workforce Commission (TWC).	AC	5			AC= Close by settlement, final payment or other litigation to termination.			
TPW 3.2.008	3.2.008	Direct Deposit Applications/Authorizations	Forms used to deposit employee's earnings into a specified personal account.	AC				AC= Until Superseded, cancelled, or last payment deposited after termination of employment, whichever applicable.			



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TPW 3.2.009	3.2.009	State Deferred Compensation Records	Records documenting the amount of pension or deferred compensation earned by individual employees.	AC	5			AC= All accounts with a vendor or the individual participant have been closed.		Note: For instructions regarding the determination of the closure of accounts and for additional information regarding the retention, see the most current edition of the Benefits Coordinator Reference Manual issued by the Employees Retirement System of Texas.	
TPW 3.3.001.A	3.3.001a	Affirmative Action Plans - Employees	Affirmative action plans for regular employees and apprenticeship programs.	AC	5			AC= Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR 30.12 (d).
TPW 3.3.001.B	3.3.001b	Affirmative Action Plans – Contractors	Affirmative action plans for contractors and subcontractors.	AC	2			AC= Date of the making of the record or the personnel action involved, whichever occurs later.			41 CFR 60-1.12 (a).
TPW 3.3.004	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	AC	1			AC= Until Superseded or plan terminated.			29 CFR 1627.3 (b) (2).
TPW 3.3.010	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.	FE	3						



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TPW 3.3.011	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment. Includes: name; social security number; exact dates of employment; last known address; and most recent public access authorization.	AC	75			AC= Termination of employment.		Note: TPWD Records Management Branch is currently receiving CAPPs reports from HR and will microfilm records to store at TPWD Records Facility. The report will be combined with AIN TPW 3.1.038.	
TPW 3.3.015	3.3.015	Position/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
TPW 3.3.020	3.3.020	Work Schedules/Assignments	Work, duty, shift, crew, or case schedules, rosters, or assignments.	AV							
TPW 3.3.022	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.	FE	3						
TPW 3.3.023	3.3.023	Reimbursable Activity Records	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3						
TPW 3.3.024	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency.	US	3						



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TPW 3.3.025	3.3.025	Job Procedure Records	Any documents detailing the procedural duties and responsibilities of agency positions on a position-by-position basis.	US	3						
TPW 3.3.026	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name, staff hired during a month, detailed listings of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						
TPW 3.3.027	3.3.027	Aptitude and Skills Tests	Aptitude, competency, or skills tests and checklists required of job applicants or of current personnel to qualify for promotion or transfer, including validation records.	AC	2			AC= Until Superseded or no longer used by agency.		CAUTION: One copy of each different master test (different in terms of either questions or administration procedures) should be retained for the period indicated.	29 CFR 1602.31.
TPW 3.3.028	3.3.028	Aptitude and Skills Tests (Test Papers)	Completed aptitude, competency, or skills test papers and checklists of job applicants or of current personnel taking a test to qualify for promotion or transfer.	FE	2						29 CFR 1602.31.





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TPW 3.3.030.A	3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs, including but not limited to training manuals, course registration, class rosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.	AC	2			AC= Close of Training session, after training materials superseded, or termination of training program, as applicable.		CAUTION: Does not include hazardous material training records. See AIN TPW 5.4.007. Note: See AIN TPW 1.1.043 for external training records. See AIN TPW 3.1.027 for individual employee training records.	
TPW 3.3.030.B	3.3.030	Law Enforcement - Cadet training materials	Records described in TPW 3.3.030.A pertaining to law enforcement cadet training.	AC	4			AC= Fiscal Year End of initial presentation of materials.		Note: Replaces AIN TPW 1.1.043.B from 2018 records retention schedule.	
TPW 3.3.030.C	3.3.030	Law Enforcement - In-service training materials	Records described in TPW 3.3.030.A pertaining to law enforcement in-service training.	AC	4			AC= Fiscal Year End of initial presentation of materials.		Note: Replaces AIN TPW 1.1.043.C from 2018 records retention schedule.	
TPW 3.3.031	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO (Equal Employment Opportunity) reports.	FE	3						29 CFR 1602.32, .48 and .50.
TPW 3.3.032	3.3.032	Equal Pay Records	Reports, studies, aggregated or summary data, and similar documentation compiled to monitor and demonstrate compliance with the federal Equal Pay Act.	FE	3						29 CFR 1620.32 (c).
TPW 3.3.033	3.3.033	Recruitment Plans	Diversity and recruitment plans and related workforce analyses.	FE	3						Texas Labor Code, 21.501 and 502.



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TPW 3.3.TPW1	3.3	Community Service and Volunteer Program Records - General	Includes application, agreements, waivers, registration, correspondence, forms signed by docents or volunteers, parental approval acknowledgements, personal information, offense (if applicable), assignments, training documentation, evaluations, log of hours, time sheets, or lists of total hours worked, or any other applicable record.	AC	5			AC= Date of separation or end of terms of service.			
TPW 3.3.TPW2	3.3	Community Service and Volunteer Program Records - Grant related	Specific Volunteer records that are associated with a grant.	AC	3			AC= Grant terms met; Audits concluded.		Note: Grants, FR Div. request for 8 years retention would be met before AC if needed. Follow minimum requirement set by federal grant records retention standards.	2 CFR 200.333
TPW 3.4.001	3.4.001	Accumulated Leave Adjustment Requests	Used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances at end of fiscal year, to correct errors on leave accumulation, and to close out leave accounts on separated employees.	FE	3						
TPW 3.4.002	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						



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TPW 3.4.004	3.4.004	Overtime Schedules and Authorizations	Records created to schedule time worked by employees outside of or in addition to their regular working hours, including approval authorizations.	FE	2					CAUTION: Only includes overtime schedules and authorizations. See AIN TPW 3.4.006 for timekeeping records.	
TPW 3.4.006	3.4.006	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	FE	4						40 TAC 815.106 (i).
TPW 3.4.007	3.4.007	Time off and/or Sick Leave Requests	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), sick pool leave, and other types of authorized leave, and supporting documentation.	FE	3						Government Code, Section 661.152 (d); 29 CFR 825.500 (b).
TPW 3.4.008	3.4.008	Sick Leave Pool Documentation	Records documenting number of hours transferred in and out of comprehensive sick leave pool.	FE	3						



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TPW 4.1.001	4.1.001	Accounts Payable Information	Claims; invoices; statements; copies of checks and purchase orders; expenditure authorizations; ledgers; encumbrance, purchase, general journal, expenditure, and special vouchers; and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other expenses. Will include Purchase card logs.	FE	3						
TPW 4.1.006	4.1.006	Investment Transaction Files	Records documenting the investment of any public funds that evidence the investment of such funds, the cancellation or withdrawal of investments, and similar activities.	FE	5					Note: See AIN TPW 4.5.002 for reports associated with investments.	
TPW 4.1.009	4.1.009	Accounts Receivable Information/Revenue Records	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt. Includes donations under 500.00. Revenue-related records.	FE	4						Texas State Tax Code Title 2, Chapter 111, Section 111.0041



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TPW 4.5.002	4.5.002	Fiscal Management Reports	Internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See AIN TPW 4.7.008.	



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TPW 4.5.003	4.5.003	Annual Financial Reports	Annual Financial Reports (AFR) required by the General Appropriations Act (100 Day Report).	AC	6			AC= September 1 of odd-numbered calendar years.	A	CAUTION: If an agency does not produce a biennial or annual narrative report as described in RSIN 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Archives Note: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
TPW 4.5.007	4.5.007	USAS Reports - Daily/Monthly	Periodic reports compiled from information entered into the Uniform Statewide Accounting System (USAS).	AC				AC= Receipt and reconciliation of public report.			



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TPW 4.5.009	4.5.009	USAS Reports - Annual	Yearly report compiled from information entered into the Uniform Statewide Accounting System (USAS).	FE	3						
TPW 4.5.010	4.5.010	Unclaimed Property Reports and Documentation	Sufficient records to verify information on unclaimed property previously reported to the State Comptroller showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate.	AC	10			AC= Date on which property is reportable.			Property Code, Section 74.103(b).
TPW 4.6.002	4.1	Compliance Documents - Reconciliations	Documents needed to show compliance with system or internal control. Includes Balancing Records, Reconciliation and Cash Counts, weekly and monthly reports for both Accounts Payable documents and Revenue records. Used for fiscal monthly reporting or divisional fiscal control auditing.	FE	4					Note: Record Series not used for Agency Internal Audit reporting or External Audit reporting. See AIN TPW 1.1.002.	
TPW 4.7.001	4.7.001	Accounting Policies and Procedures Manual	Records documenting the internal and external procedural requirements with respect to the accounting department of a state agency.	US	3						
TPW 4.7.003	4.7.003	Uncollectible Accounts	Records of accounts deemed uncollectible, including write-off authorizations and returned checks, warrants, and drafts.	AC	3			AC= Date account deemed uncollectible.			



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TPW 4.7.004	4.7.004	Capital Asset Records	Documentation relating to the capital and fixed assets of a state agency, including equipment or property history cards containing data on initial cost, depreciation schedules or summaries used for capital outlay budgeting, and property sale, auction, or disposal records of agency owned equipment and property. Includes Deeds of Trust, legal ownership documents, etc.	LA	3					Note: Property records should include any payment-related source documentation (i.e. invoices, payment vouchers, receipts, etc.) necessary to substantiate the value of the asset.	
TPW 4.7.005	4.7.005	Claim Files	Records documenting requests for payment of a sum of money according to the terms of a policy or contract.	AC	3			AC= Resolution of claim.			
TPW 4.7.008.A	4.7.008a	Grant Records - Awarded	This series documents state, federal, and other sponsored grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies. Includes Non-awarded grant documentation	AC	3			AC= Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative agreements to State and Local Governments (the Common Rule) or date of notification that grant was denied, as applicable.		CAUTION: Retention requirements may vary depending on the specific funding agency. Records in this series may be subject to Government Code 441.1855. Agencies must ensure that records are retained for the appropriate retention period. See AIN TPW 5.4.017.	2 CFR 200.333.
TPW 4.7.008.B	4.7.008b	Grant Records - Non-Awarded	Non-awarded, denied, or unfunded grant applications and proposals.	AC	2			AC= Date of notification.			





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					Years	Months	Days				
TPW 4.7.010	4.7.010	Long-Term Liability Records	Records documenting financial obligations of a state agency that are not payable within one year of the date of the balance sheet, including debentures, loans, deferred tax liabilities, bonds, and pension obligations.	AC	3			AC= Retirement of debt.			
TPW 4.7.012	4.7.012	Signature Authorizations	Signature cards or similar records establishing authority of an agency employee to initiate or authorize financial transactions on behalf of an agency.	AC	4			AC= Until Superseded, date of expiration, or termination of employee, whichever sooner.			
TPW 4.7.013	4.7.013	Federal Tax Information (FTI) Audit Logs	Logs documenting requests and receipt of FTI, including any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.	CE	5						IRS Publication 1075.
TPW 4.7.014	4.7.014	Indirect Cost Plans	Indirect cost plan and supporting documentation created or maintained in the development of the plan.	AC	3			AC= If submitted for negotiation of rate, date of submission; if not submitted for negotiation, the end of the fiscal year covered by the proposal, plan or other computation.			2 CFR 200.333(f)(1) and (2).



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TPW 4.7.TPW7	4.7	Gift, Donation, Fundraising - Support Documents	Support documentation created for the purpose of reporting to the Commission Meeting. Final report included in the Commission meeting minutes. Does not include donations under 500.00.	FE	10					Note: Related agency documentation would fall under Revenue/FR Div. Records. (Donation/Fundraising PWD publications). See AIN TPW 4.1.009 for donations less than 500.00.	
TPW 4.8.001	4.8.001	Banking Records	Bank statements, credit card statements, cancelled checks, check registers, deposit slips, debit and credit notices and other banking related records.	FE	3					Note: See AIN TPW 4.6.002 for Reconciliations.	
TPW 4.9.001	4.9.001	Annual Operating Budgets and support documentation	Required by the General Appropriations Act. Includes encumbrances and documentation about budget transfers and revisions, as well as detail charts of accounts. Will include Construction project transfers and budget revisions.	FE	4						



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TPW 5.1.001.A	5.1.001a	Contracts and Leases	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specifications, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide.	AC	7			AC= Expiration or termination of the contract according to its terms.		Note: See related AIN TPW 5.3.007a/b/c for bid documentation. See AIN TPW 5.2.028 for building construction contracts. See AIN TPW 5.1.017 for contract logs.	Government Code, 441.1855.
TPW 5.1.001.B	5.1.001a	Concession Files	Contract records specifically used for agency concessioners.	AC	7			AC= Expiration or termination of the contract according to its terms.	E	Archives Note: E = Exempt, archival review code removed subsequent to appraisal by the TSLAC, Archives & Information Services Division, 10/18/99.	Government Code, 441.1855.
TPW 5.1.003	5.1.003	Delivery Reports	Records documenting incoming or outgoing deliveries, including through private courier services.	FE	3						
TPW 5.1.004	5.1.004	Mail and Telecommunication Listings	Any mailing address, telephone or fax number, or email address records maintained by an agency on its employees or on entities or persons it serves.	US							
TPW 5.1.005	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						



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TPW 5.1.007	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Service	Includes word processing and data processing.	AV							
TPW 5.1.010	5.1.010	License and Permits for Non-Vehicles	Licenses and permits obtained from external agencies or organizations in order to perform operations.	AC	2			AC= Expiration date of license or permit.		CAUTION: Does not include licenses and permits issued by an agency as part of its statutory responsibilities.	
TPW 5.1.011	5.1.011	Photocopier and Telefax Usage Logs & Reports	Registers or logs of print copies and fax transmissions made by user or in total.	AV							
TPW 5.1.012	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						
TPW 5.1.013	5.1.013a	Insurance Policies - For vehicles, equipment, etc.	Liability, theft, fire, health, life, automobile, and other policies for government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	AC	7			AC= Expiration or termination of the policy according to its terms.			Government Code, 441.1855.
TPW 5.1.014	5.1.014	Office Procedures	Any internally distributed manual, guidelines, or similar records that establish standard office procedures for an agency; for example, agency style manuals, telephone protocols, mail room procedures, standard photocopy instructions, imaging and conversion to electronic records plans.	US	1					Note: Also called Standard Office Procedures; not to be confused with AIN TPW 1.1.043 or TPW 1.1.070.	



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TPW 5.1.015	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service (USPS) or by private couriers.	FE	1						
TPW 5.1.017	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE	3						
TPW 5.1.018.A	5.1.018	Surveillance Videos	Surveillance videos of buildings, facilities, vehicles, or other state property.	AV						Note: See AIN TPW 1.1.069.B, TPW 5.4.001 or TPW 5.4.014 if video is needed for an accident investigation or AIN TPW 1.1.048 if the video is needed as evidence in litigation.  Note: The disposal of surveillance videos need not be documented through destruction signoffs (AIN TPW 1.2.001) or in records disposition logs (AIN TPW 1.2.010).	



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TPW 5.1.018.B	5.1.018	Law Enforcement Audiovisual Files	In-Vehicle Camera and Body Worn Camera for Arrests, Use of force, Complaints, Accidents, Traffic stops or enforcement contacts resulting in class C citations.	AC			90	AC= Date investigation is complete, criminal matters have been adjudicated, date of stop, whichever longer.		CAUTION: If a case becomes the subject of investigation or litigation, it must be included in and is subject to the minimum retention period of record series number 1.1.069.B and/or 1.1.048 which have longer retention schedules. Note: Law Enforcement Division/State Park Police General Orders 10.123 Segments 4.7/3.7. Note: Replaces AIN TPW 1.1.TPW3.A/B from 2018 records retention schedule.	Texas Occupations Code Sec. 1701.655 (see minimum retention).
TPW 5.1.TPW3	5.1	Citation/Restitution Records	Violation-related documents issued by Law Enforcement, State Park Police.	AC	5			AC= After paid, resolved, dismissed.			
TPW 5.1.TPW4.A	5.1	Permits and Licenses - Professional/Operational - Specific Use Permits	Listings, logs, booklets, database records of permits issued for programs or services including Oyster; Crab; Commercial Bay Shrimp Boat; Scientific; Sand, Shell, Gravel; Marine Dealer License Apps, etc. and related Support Documentation.	AC	5			AC= Date permit/license expires.			
TPW 5.1.TPW4.B	5.1	Permits and Licenses - Recreational/Other than operational permits	Listings, logs, database records of permits issued for various other programs and services not listed else where. Includes hunting, fishing, parks permits, etc.	AC	5			AC= Date permit/license expires.			



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TPW 5.2.001.A	5.2.001	Appraisals - Building or Property	Assessments or evaluations of the value of state-owned buildings or property. Includes those not acquired or no longer being considered.	AV					R	Note: The archival requirements are met after the records have fulfilled their retention, a review of documents by Infrastructure staff has been completed, and transfer to the State Archivist, Archives & Info. Services Div., TSLAC is complete.	
TPW 5.2.001.B	5.2.001	Potential Park Sites	Would include Land Conservation appraisals; Including those not acquired or no longer being considered.	AC	2			AC= Until no longer considered to be a potential park.	A	Note: The archival requirements are met after the records have fulfilled their retention a review of documents by Infrastructure staff has been completed, and transfer to the State Archivist, Archives & Info. Services Div., TSLAC is complete.	



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TPW 5.2.002.A	5.2.002	Building Construction Project Files - Infrastructure Project Files	Planning, scoping, design development, schematic design, and construction design documents which include plans and specifications, correspondence; etc. To include Minor Repairs for the Infrastructure Division.	LA	10				A	Archives Note: Archival review designation is for state-owned buildings only. Note: The archival requirements are met after the records have fulfilled their retention, a review of documents by Infrastructure staff has been completed, and transfer to the State Archivist, Archives & Info. Services Div., TSLAC is complete. Note: See also AIN TPW 5.2.003.A and TPW 5.2.028.	
TPW 5.2.TPW5	5.2.002	Building Construction Project Files - Minor Repairs Projects- Non-Infrastructure	To include minor repair projects vetted through Infrastructure and/or directly handled by a non-Infrastructure Division. Includes contracts, correspondence, planning, and scoping, and other records related to the administration of minor repairs projects.	AC	7			AC= After project is closed or warranty has expired; which ever one is the longest.		Note: See AIN TPW 5.2.012 if Estimate cost files are kept separately. Note: Architectural and engineering record drawings and specifications should be filed under AIN TPW 5.2.003.	





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TPW 5.2.002.B	5.2	Building Construction Project Files - Main Project Files for Recreational Grants	Texas Recreation and Parks Account Grant documents that may include final audit checklist, final report, invoices, requests for reimbursements, project agreements and amendments, correspondence, site evaluation, appraisal documents and Grants-in-Aid applications.	AC	50			AC= Completion of project.	E	Archives Note: archival code removed subsequent to appraisal by TSLAC, Archives & Info. Srv. Div., 10/18/99. See TSLAC ARIS 1999 Appraisal Report. Note: State Park Recreation Grant staff will need to review after 50 years retention in order to determine if any documents are no longer deemed as long-term necessity.	
TPW 5.2.003.A	5.2.003a	Building Plans and Specifications - State Owned	Includes architectural and engineering record drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of state owed facilities, structures, infrastructure, and systems.	LA	10				R	Note: The archival requirements are met after the records have fulfilled their retention, a review of documents by Infrastructure staff has been completed, and transfer to the State Archivist, Archives & Info. Services Div., TSLAC is complete. Note: See AIN TPW 5.2.002.A and TPW 5.2.028.	
TPW 5.2.003.B	5.2.003b	Building Plans and Specifications - Leased	Includes architectural and engineering record drawings, profiles, and blueprints of planning, design, construction, conversion, or modernization of leased facilities, structures, infrastructure, and systems.	AC	2			AC= Termination or cancellation of lease.		Note: See AIN TPW 5.2.002.A and TPW 5.2.028.	



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TPW 5.2.004	5.2.004	Building Space Requests	Records documenting building space requests and approvals. Information on request forms may include but is not limited to: the building and room; the reason for the change; parties involved in the request; date of request and approval.	FE	1						
TPW 5.2.005	5.2.005	Calibration Records (Equipment or Instrument)	Records documenting the determination, checking, or rectifying of any instrument giving quantitative measurements.	FE	10					CAUTION: Some equipment and instruments may require longer retention period. State agencies must determine if longer retention period is required based on the type of equipment or instruments they use within their agency.	
TPW 5.2.006	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, checkout, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE	3					Note: See AIN TPW 5.2.008 for the maintenance logs of individual pieces of equipment.	
TPW 5.2.008	5.2.008	Inspection, Repair, and Maintenance Records – Equipment	Equipment history file, which may include logbooks and requests for installation, moves, service, repair, etc.	LA	3					Note: For service agreements or contracts related to equipment repairs and service, retain in accordance with Agency Item # TPW 5.1.001a/b. For vehicle maintenance records, see AIN 5.6.003.	
TPW 5.2.010	5.2.010	Equipment Manuals		LA							



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TPW 5.2.011	5.2.011	Equipment Warranties		AC	1			AC= Expiration of warranty.			
TPW 5.2.012	5.2.012	Estimate Files (Supply and Repair Cost Estimates)	Quotes for minor construction and repair projects and supplies. Includes supporting documentation, as applicable.	FE	1					Note: See also AIN TPW 5.2.002.A.1 for Minor repair project files non-Infrastructure related.	
TPW 5.2.016	5.2.016	Inventory System Update Listings	Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC				AC= Transfer of information into annual listing.		Note: See also AIN TPW 2.2.013 for quality control records related to IT procedures.	
TPW 5.2.018	5.2.018	Quality-Control Reports	Documentation and reporting on adherence to procedures that ensure quality of a process, product, or service.	FE	2					Note: See AIN TPW 2.2.013 for quality control records related to IT procedures.	
TPW 5.2.019	5.2.019	Service Orders	Requests or work orders for repairs or maintenance to facilities, vehicles, or equipment completed by internal agency personnel or external service providers.	FE	1						
TPW 5.2.022	5.2.022	Utility Usage Reports	Any type of usage report or log used to monitor utilities such as gas, electric, water, etc.	AV						CAUTION: Does not include utility usage reports for agencies that operate their own utilities.	
TPW 5.2.024	5.2.024	Equipment Description and Material Specifications	Equipment and material descriptions and specifications that may include but are not limited to detailed descriptions; lists of raw materials and ingredients; physical characteristics of items; special handling procedures; or technical drawings.	AC	2			AC= Equipment or Material is no longer in the agency.			



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TPW 5.2.026	5.2.026	Parks/Facilities Reservation Records	Reservation logs or similar records relating to the use of agency facilities such as property sites, meeting rooms, auditoriums, etc.	FE	4					Note: electronic database or application storing data and reports to coincide with Accounts Receivable/Revenue Records; PII included.	
TPW 5.2.027	5.2.027	Space Utilization Reports	Reports summarizing efficiency of facility space utilization, which may include data on room usage, demand, allocation, and capacity.	AV							
TPW 5.2.028	5.2.028	Building Construction Contracts and Inspection Records	Building construction contracts, surety bonds and inspection records. May include warranty documentation Owner and Maintenance manuals.	LA	10				R	Note: The archival requirements are met after the records have fulfilled their retention; a review of documents by Infrastructure staff has been completed, and transfer to the State Archivist, Archives & Info. Services Div., TSLAC is complete. Note: See also AIN TPW 5.2.002.A and TPW 5.2.003.A.	
TPW 5.2.029	5.2.029	Returned Mail	Documentation of mail returned by the postal or other mail delivery services as undeliverable.	AC	1			AC= Date Returned.		CAUTION: If corrected address provided and mail rerouted, maintain address update documentation for prescribed retention period.	
TPW 5.3.003	5.3.003	Freight Claims	Freight or cargo claims against carrier for damage or loss to a shipment.	AC	2			AC= Resolution of claim.			43 TAC 218.61(d); 49 USC 14706(e).



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TPW 5.3.004	5.3.004	Shipping Information	Shipping information, including order acknowledgements, packing slips, and related documentation.	AV						CAUTION: Some shipping information may require longer retention period. Longer retention period may be required based on the type of materials shipped to or from the agency.	
TPW 5.3.007.A	5.3.007a	Bid Documentation	Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, awarded and unawarded bids, and bid tabulation /evaluations. Includes Construction and Non-Construction.	AC	7			AC= Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.			Government Code, 441.1855.
TPW 5.3.007.C	5.3.007c	Bid Documentation - Invalid	Invalid bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline incomplete submission, etc.)	AC	2			AC= Date of notification of denial or date of withdrawal, as applicable.			
TPW 5.3.009	5.3.009	Request for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC= Decision not to proceed with the procurement.		CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with AIN TPW 5.3.007.A/B/C. Note: See AIN TPW 1.1.020 and 1.1.021 for public information requests.	



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TPW 5.4.001	5.4.001	Occupational Accident Reports and Associated Documentation	Accident or occupational disease reports (by supervisors and employees) and other associated reports required to be submitted to the State Office of Risk Management (SORM) or its predecessors or maintained internally on accident frequency.	CE	5					Note: See AIN TPW 5.4.014a for public and customer accident reports. Note: may include documentation and data entered into incident reporting system or databases.	29 CFR 1904.33; 28 TAC 120.1(c).
TPW 5.4.002	5.4.002	Evacuation Plans	Plans for evacuation of agency facilities in cases of emergency.	US							
TPW 5.4.003	5.4.003	Inspection Records	Fire, safety, and emergency drill, alarm, and other inspection records of agency facilities and equipment, including orders issued by inspectors to correct deficiencies in compliance with any code or regulations.	AC	3			AC= Date of drill, alarm, inspection, or date of the correction of deficiency, whichever applicable.		CAUTION: Does not include inspection reports of building construction. Note: See AIN TPW 5.2.028.	
TPW 5.4.007	5.4.007	Hazardous Materials Training Records	Records of training given to employees in an agency hazard communications program. May include but is not limited to date of class, roster of attendees, subjects covered, and instructors.	FE	5					Note: See AIN TPW 3.1.027 for individual employee training records.	Texas Health and Safety Code, 502.009 (g).
TPW 5.4.008	5.4.008	Hazardous Communication Plans	Plan that provides information to employees about the hazardous chemicals to which they may be exposed to in their workplace.	US	5						Texas Health and Safety Code, 502.009 (g).
TPW 5.4.009	5.4.009	Workplace Chemical Lists	List of each hazardous chemical normally present in the workplace.	FE	30						Texas Health and Safety Code, 502.005 (d).



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### Archival Codes (Field 10)

A/I – Transfer to State/University Archivist  
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					Years	Months	Days				
TPW 5.4.010	5.4.010	Safety Data Sheets	Safety Data Sheets (SDS) that list information relating to occupational safety and health for the use of various substances and products.	AC	1			AC= After sheets are updated or hazardous chemical no longer stored by agency, as applicable.		CAUTION: If Workplace Chemical Lists (AIN TPW 5.4.009) are not maintained, these records must be maintained for 30 years. Note: formerly "Material Safety Data Sheets".	29 CFR 1910.1020(d)(1)(ii)(B)
TPW 5.4.011	5.4.011	Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.	FE	3						
TPW 5.4.012	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency or state facilities, equipment or automated systems.	AC	2			AC= Until superseded, date of expiration, or date of termination, whichever is sooner.		Notes: See AIN TPW 3.1.041 for records of acknowledgement.	
TPW 5.4.013	5.4.013	Continuity of Operations Plans (COOP), Disaster Recovery Plans	Plans developed to mitigate the damage of potential events that could endanger an agency's ability to function. Includes disaster preparedness, response, and recovery plans.	US						Note: See AIN TPW 5.4.017 for records related to responding or recovering from an emergency.	Texas Labor Code, 412.054.
TPW 5.4.014.A	5.4.014a	Accident Reports – Adults	Reports of accidents to adults on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	5			AC= Date of report, or if a claim is filed, after settlement or denial of claim, whichever applicable.		Note: Not to include occupational accident reports. See AIN TPW 5.4.001. Note: may include documentation and data entered into incident reporting system or databases.	



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TPW 5.4.014.B	5.4.014b	Accident Reports – Minors	Reports of accidents to minors on state property or in any other situation in which the state agency could be a party to a lawsuit.	AC	5			AC= Date minor reaches the age of majority, or if a claim filed, after settlement or denial, whichever applicable.		Note: may include documentation and data entered into incident reporting system or databases.	
TPW 5.4.015	5.4.015	Hazardous Materials – Administrative Records	This series documents the use of hazardous carcinogenic compounds, building by building survey and plan to correct asbestos material hazards. This series may include but is not limited to: surveys; monitoring tests and reports; data forms; building plans; correction checklists; removal job records; and related documentation and correspondence; lists of carcinogenic compounds used; environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	AC	30			AC= Date of project completion.		Note: See AIN TPW 5.4.016.A/B for hazardous material exposure records.	29 CFR 1910.1001; 29 CFR 1910.1020(d)(ii); 25 TAC 295.62(a).





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TPW 5.4.016.A	5.4.016a	Hazardous Materials – Employee Exposure Records	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, who have experienced exposure to toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	AC	30			AC= Termination of employment.			29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).
TPW 5.4.016.B	5.4.016b	Hazardous Materials – Periodic Monitoring	Environmental, biological, and material safety monitoring reports, including health or physical examination reports or certificates of employees, for whom periodic monitoring of health or fitness is required concerning toxic substances, harmful physical agent, or bloodborne pathogens in the workplace, including analyses derived from such reports.	US	2						29 CFR 1910.1020(d); 29 CFR 1910.1001; 29 CFR 1910.1020(d)(1)(ii).



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TPW 5.4.017	5.4.017	Emergency Response, Damage and Recovery Records	This series documents the events and damages to institutional property and assets due to storms, riots, fires, droughts, floods, and other events affecting citizens and facilities within the jurisdiction of the institution. This series may include but is not limited to: diaries; logs; reports; photographs; notes which indicate or document what happened, when, and where; and related documentation and correspondence.	AC	3			AC= Completion of audit or review from funding or investigative agencies. (SORM, TDEM, FEMA) or Account Closeout Notification by the State FEMA Administrator, whichever is later.	R	CAUTION: If grant monies are received to assist with the response or recovery, the retention requirements for this series may vary depending on the specific funding agency. Note: If any litigation, claim, audit or other action involving the records begins prior to the expiration of the three-year period, the records must be maintained until resolution of all issues or until the end of the three-year period, whichever is later. Note: See AIN TPW 5.4.013 for Continuity of Operations Plans (COOP).	2 CFR §200.333.
TPW 5.4.018	5.4.018	Annual Audit Plan	Includes working papers and agency risk assessment used to develop the plan, per Texas Internal Auditing Act requirement.	AC	7			AC= After final plan has been issued.		Note: See AIN TPW 1.1.002 for individual Audit records not related to the peer review of an Audit Plan.	Government Code, 2102.013.



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TPW 5.4.019	5.4.019	Audit Peer Review – Working Papers	Documents collected or generated as part of the process of reviewing other state agency internal audit programs. Includes but is not limited to: self-assessments, worksheets, surveys or questionnaires, evaluations, and other documents as described in the State Agency Internal Audit Forum (SAIAF) Peer Review Manual.	AC	1			AC= After final report has been issued.		Note: See AIN TPW 1.1.002 for individual Audit records not related to the peer review of an Audit Plan.	Government Code, 2102.007(a)(5).
TPW 5.4.TPW6. A	5.4	Mandated TPWD Instructed Public Education Course Records - Individual	Individuals Original Paper file -including support documentation.	AC	3			AC= Fiscal year date of course taken plus data entered into master database log & confirmed.			
TPW 5.4.TPW6. B	5.4	Mandated TPWD Instructed Public Education Course Records - Master Database Log	Consolidated information log created from the individual paper files.	AC	75			AC= Fiscal year date certificate is issued into electronic record database.			
TPW 5.4.TPW6. C	5.4	Mandated TPWD Instructed Public Education Course Records - "Inactive or Not Certified Instructor"	Inactive or Not Certified Instructor Applications and Support Documents - Paper and Electronic	FE	2						



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TPW 5.5.002	5.5.002	Telephone Activity Records	Telephone logs created for internal documentation purposes; station activity reports of internal listings of incoming/outgoing telephone activity to individual telephone stations; operator call transfers; summary detail reports; and system activity reports of internal listings of all incoming/outgoing agency telephone activity.	AV						Note: See AIN TPW 4.1.001 for telephone bills.	
TPW 5.5.007	5.5.007	Disputed Call Documentation	Documentation relating to disputed long distance calls, including documents evidencing repayment by employees for personal long distance use.	AC	3			AC= Dispute resolved or repaid + Fiscal Year End (FE).			
TPW 5.6.001.A	5.6.001a	Airplane Flight Logs - State Owned	Logs and related documentation used to maintain information about state owned aircraft flight data.	LA	3						
TPW 5.6.001.B	5.6.001b	Airplane Flight Logs - Leased	Logs and related documentation used to maintain information about leased aircraft flight data.	FE	3						
TPW 5.6.002	5.6.002	Airplane Passenger Lists	List of passengers on an aircraft.	FE	3						
TPW 5.6.003	5.6.003	Inspection Repair and Maintenance Records - Vehicles	Records and documentation related to inspections, repairs, and maintenance for state vehicles.	LA	5					Note: FMS (Fleet Management System) database will be the record of retention.	
TPW 5.6.004	5.6.004	License and Driving Record Checks		AC				AC= Until superseded or until termination of employment.			



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TPW 5.6.005	5.6.005	Vehicle Use Reports	Includes mileage, fuel/oil consumption, passengers carried and other related operational information.	FE	3					Note: FMS database will be the record of retention. Retention must be observed for reports extracted from FMS. See also: AIN TPW 5.6.003 and TPW 5.6.007.A.	
TPW 5.6.007.A	5.6.007	Vehicle Titles & Registrations -TPWD Owned Vehicles	Vehicle titles, registration information, and owner manuals for state vehicles. Includes support documentation.	LA	5					Note: FMS database will be the record of retention.	
TPW 5.6.007.B	5.6	Vehicle Titles & Registrations - Public Owned/TPWD issued	Public Owned Boats/Motors & Others Requiring Title & Registration from TPWD	FE	10					Note: if data is shared with another state agency and incorporated into a non-TPWD agency database then the data will be retained in accordance to the non-TPWD agency database retention policy.	
TPW 5.6.009	5.6.009	Parking Permits or Assignments	Records documenting issuance of parking permits and assignments.	US						Note: See AIN TPW 4.1.009 for payment of permit fees.	