

April 30, 2019



Melissa Laneman
Records Management Officer
Texas Parks & Wildlife
4200 Smith School Road
Austin TX, 78744

Re: Agency records retention schedule amendment approved for use.

Dear Ms. Laneman:

Amendment 1 to your agency's 8th recertification of your records retention schedule is approved for use as of April 24th 2019. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

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

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

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Andrew Glass at 512-463-2631 or aglass@tsl.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "C Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members

David C. Garza
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Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 802
 Agency Name Texas Parks 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 04/04/2019

Section 2. Approvals

(Submitting agencies do not write in this section)

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

Signature _____
 Name (Print or type) _____
 Date _____

Not Required at This Time

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

Signature Gloria Meza
 Name (Print or type) Gloria Meza
 Date 4/24/19

Cert/Recert No. 8 Amendment No. 1

CAUTION

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

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





STATE OF TEXAS
Records Retention Schedule

SLR 122
 Rev. 2017-07

Retention Codes (field 7)

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

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 802		2. Agency Name: Texas Parks and 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	13. N, C, O	14. Current AIN
					Years	Months	Days						
TPW 5.6.005	5.6.005	Vehicle Use Reports		FE	3							C	TPW 5.6.005
TPW 5.6.007.B	5.6	Vehicle Titles & Registrations	Public Owned Boats/Motors & Others Requiring Title & Registration	FE	10					Imaged Records		C	TPW 5.6.007.B



October 5, 2018

Ms. Melissa Laneman
Records Management Officer
Texas Parks & Wildlife Department
4200 Smith School Rd.
Austin, TX 78744

Re: Agency records retention schedule approved for use.

Dear Ms. Laneman,

Your agency's records retention schedule is approved for use as of October 2, 2018. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

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

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of October, 2023.

During a certification period, changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Gina Cervantes at 512-463-6623 or gcervantes@tsl.texas.gov.

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

Sincerely,

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

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
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Library Building

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STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

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

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 802

Agency Name Texas Parks & Wildlife

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature

Name (Print or type)

Date

Peggy M. Kunze
 Peggy M. Kunze

12/01/2017

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

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

Signature

Name (Print or type)

Date

Not Required at This Time

Texas State Library and Archives Commission

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

Signature

Name (Print or type)

Date

Gloria Luna

Gloria McFarz

10/2/18

Cert/Recert No.

8

Amendment No.

-

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STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
TPW 1.1.002	1.1.002	Audits		AC	7			AC = Publication or release of final audit findings.			
TPW 1.1.004	1.1.004	Legislative Appropriations Requests		AC	6			AC = September 1 of odd-numbered calendar years.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
TPW 1.1.006	1.1.006	Complaint or Compliment Records		AC	2			AC = Final disposition of complaint or compliment action required			
TPW 1.1.007.A	1.1.007	Correspondence - Administrative		FE	4				R		
TPW 1.1.007.B	1.1.007	Correspondence - Administrative - Executive Director		FE	4				A		
TPW 1.1.007.C	1.1.007	Correspondence - Administrative - Division Director		FE	4				R	R = Review by State Archivist	
TPW 1.1.007.D	1.1.007	Correspondence - Administrative - Commissioners, Committee Chairs		FE	4				R	R = Review by State Archivist	
TPW 1.1.008	1.1.008	Correspondence - General		FE	2						



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					Years	Months	Days				
TPW 1.1.010	1.1.010	Directives		US	1						
TPW 1.1.011	1.1.011	Executive Orders		US	10				A		
TPW 1.1.011.A	1.1.011	Executive Summaries		US	1				E	E= Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, 10/18/99.	
TPW 1.1.013	1.1.013	Calendars, Appointment and Itinerary Records		CE	1				R		
TPW 1.1.014	1.1.014	Legal Opinions and Advice		AV					R		
TPW 1.1.019.A	1.1.019	Public Relations Records - News or Press		AC	10			AC = Date of release.	A		
TPW 1.1.019.B	1.1.019	Public Relations Records - Radio Programs Only		AC	5			AC = Date of release.	E	E = Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, 10/18/99.	
TPW 1.1.020	1.1.020	Public Information Requests - Not Exempted		AC	1			AC = Date request fulfilled.			
TPW 1.1.021	1.1.021	Public Information Requests - Exempted		AC	2			AC = Date of notification that records are exempt.			
TPW 1.1.023	1.1.023	Organization Charts		US					A		



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TPW 1.1.024	1.1.024	Plans and Planning Records		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW 1.1.024.A	1.1.024	Plans and Planning Records -State Parks		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW 1.1.024.B	1.1.024	Plans and Planning Records-Infrastructure		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW 1.1.024.D	1.1.024	Plans and Planning Records-Inland Fisheries.		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW 1.1.024.E	1.1.024	Plans and Planning Records-Coastal Fisheries		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW 1.1.024.F	1.1.024	Plans and Planning Records-Wildlife		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW 1.1.024.G	1.1.024	Plans and Planning Records-Law Enforcement		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		



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					Years	Months	Days				
TPW 1.1.024.H	1.1.024	Plans and Planning Records-Other Divisions not listed above		AC	3			AC = Decision made to implement or not to implement result of planning process.	R		
TPW1.1.026	1.1.026	Texas Register Submissions		AC	1			AC = Date of publication in the Texas Register.			
TPW 1.1.027	1.1.027	Propose Legislation		AV							
TPW 1.1.038	1.1.038	Customer Surveys		AC				AC = Final disposition of summary report.			
TPW 1.1.040	1.1.040	Speeches, Papers and Presentations		AC				AC = End of term in office or termination of service in the state position.	R		
TPW 1.1.041	1.1.041	Suggestions System Records		FE	1						
TPW 1.1.043.A	1.1.043	Training Materials	Instructional training materials	US	1					US = Until revised or discontinued	
TPW1.1.043.B	1.1.043	Law Enforcement - Cadet training materials	Law Enforcement - Cadet training	AC	4			AC = Fiscal Year End of initial presentation of materials			
TPW1.1.043.C	1.1.043	Law Enforcement - Inservice training materials	Law Enforcement - Inservice training	AC	4			AC = Fiscal Year End of initial presentation of materials			



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					Years	Months	Days				
TPW 1.1.048	1.1.048	Litigation Files		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.	
TPW 1.1.053	1.1.053	Registration Logs		AC	3			AC = Reports filed with the Texas Ethics Commission.			
TPW 1.1.055	1.1.055	Strategic Plans		AC	6			AC = September 1 of odd-numbered calendar years.	A	Archives Note: Archival requirement is met by sending the required copies to the Texas State Publications Program, TSLAC.	
TPW 1.1.056	1.1.056	ADA (Americans with Disabilities Act) Documentation		FE	3						28 CFR 35.105 (c).
TPW 1.1.057	1.1.057	Transitory Information		AC				AC = purpose of record has been fulfilled.			
TPW 1.1.058	1.1.058	Meeting Agenda and Minutes		PM					A	Archives Note: Agency retains permanent record copy. Archival requirement is met by sending one microfilm copy to Archives and Information Services Division, TSLAC.	



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					Years	Months	Days				
TPW 1.1.059	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed Meetings.		AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later			Government Code: 551.104 (a).
TPW 1.1.060	1.1.060	Meetings, Audio or Videotapes of Open Meetings.		AC			90	AC = Official approval of written minutes of the meeting by the governing body of an agency.			
TPW 1.1.061	1.1.061	Meeting - Notes		AC			90	AC = Approval of the formal minutes by the governing body.			
TPW 1.1.062	1.1.062	Meetings - Supporting Documentation		PM					A		
TPW 1.1.063	1.1.063	Staff Meeting Minutes and Notes		FE	1						
TPW 1.1.064	1.1.064	Agency Performance Measures Documentation		FE	3						
TPW 1.1.065.A	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data		AV							
TPW 1.1.065.B	1.1.065	Maps, Plats and Similar Drawings.		AV					A		
TPW 1.1.066	1.1.066	Reports - Biannual or Annual Agency (Narrative).		AC	6			AC = September 1 of odd-numbered calendar years.	A	Archives Note: Archival requirement is met by sending the required copies of the reports to the Texas State Publications Department Program, TSLAC.	



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					Years	Months	Days				
TPW 1.1.067.A	1.1.067	Reports and Studies (Non-Fiscal) State Parks		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.B	1.1.067	Reports and Studies (Non-Fiscal) Infrastructure		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.D	1.1.067	Reports and Studies (Non-Fiscal) Inland Fisheries		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.E	1.1.067	Reports and Studies (Non-Fiscal) Coastal Fisheries		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.F	1.1.067	Reports and Studies (Non-Fiscal) Wildlife		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.G	1.1.067	Reports and Studies (Non-Fiscal) Law Enforcement		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.H	1.1.067	Reports and Studies (Non-Fiscal) Other Divisions not listed above		AC	5			AC = Upon completion or close.	A		
TPW 1.1.067.I	1.1.067	Reports and Studies (Non-Fiscal) Legislative Bill Analysis		AC	3			AC = Upon completion or close.	A	RM needs one paper copy of passed bills analysis documentation. RM will microfilm and send film to Archives and retain paper record for Retention period.	



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TPW 1.1.068	1.1.068	Report on Performance Measures		AC	75			AC = September 1 of odd-number calendar years.		Send one required number copies of publications to Records Management for submission to the Texas State Publications Depository Program, TSLAC.	
TPW 1.1.069.A	1.1.069	Reports - Activity (Includes Activity Logs)		FE	1						
TPW 1.1.069.B	1.1.069	Reports - Activity - Law Enforcement		AC	5			AC = After closed.			
TPW 1.1.070	1.1.070	Agency Rules, Policies, and Procedures - Final		AC	3			AC = Completion, termination or revision of program, rules, policies or procedures.	R		
TPW 1.1.071	1.1.071	Agency Rules, Policies and Procedures - Working Files		AC	3			AC = Completion, termination or revision of program, rules, policies or procedures.	E	E = Archival review code removed subsequent to appraisal by the Archives and Information Services Division, TSLAC, 10/18/99.	
TPW 1.1.072	1.1.072	Public Information Reports		FE	2						
TPW 1.1.073	1.1.073	Administrative Hearings		AC	3			AC = Last action.	R		
TPW 1.1.074	1.1.074	Sunset Review Report and Documentation		AC	3			AC = After the subsequent Sunset Review.	R		
TPW 1.1.075	1.1.075	Alternative Dispute Resolution's - Final Agreement		AC	5			AC = Data final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071.



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TPW 1.1.TPW1.A	1.1	Photographs/Drawings - Historical		AV					A		
TPW 1.1.TPW1.B	1.1	Photographs - Non--Historical		AV							
TPW 1.1.TPW2.A	1.1	Project/Program Files, State Parks		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW2.B	1.1	Projects/Program Files, Infrastructure		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW2.D	1.1	Project/Program Files, Inland Fisheries		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW2.E	1.1	Project/Program Files, Coastal Fisheries		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW2.F	1.1	Project Program Files, Wildlife		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW2.G	1.1	Project/Program Files, Law Enforcement		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW2.H	1.1	Project/Program Files, Other Divisions not listed above		AC	5			AC = Closed or completed.	R		
TPW 1.1.TPW3.A	1.1	Body Worn Camera (BWC) - Video Files -	(a) Arrests, Use of force, Complaints, Accidents	AC		6		AC = Date of the Event + Minimum			



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					Years	Months	Days				
TPW 1.1.TPW3.B	1.1	Body Worn Camera (BWC) - Video Files -	(b) Traffic Stops, Enforcement contacts resulting in class C citations	AC			90	AC = Date of the Event + Minimum			
TPW 1.2.001	1.2.001	Destruction Authorizations		FE	3						
TPW 1.2.003	1.2.003	Forms History File		AC	1			AC = Discontinuance of use of form			
TPW 1.2.004	1.2.004	Forms Inventory		US							
TPW 1.2.005	1.2.005	Records Retention Schedule (SLR 105)		US							
TPW 1.2.008	1.2.008	Request for Authority to Dispose of State Records (RMD 102)		FE	10						
TPW 1.2.010	1.2.010	Records Disposition Logs		FE	10						
TPW 1.2.012	1.2.012	Records Inventory Worksheets		US							
TPW 1.2.013	1.2.013	Records Control Locators Aids		AC				AC = When control aid is updated, revise, or no longer needed.			
TPW 1.2.014	1.2.014	Records Management Plans		US	1						
TPW 1.3.001.A	1.3.001	State Publications		AC	5			AC = Until superseded or obsolete.		Send required number copies of publications to Records Management for submission to the Texas State Publications Depository Program, TSLAC.	
TPW 1.3.001.B	1.3.001	State Publications - Television Programs		AC	5			AC = After 1st date aired.	R		



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					Years	Months	Days				
TPW 1.3.002	1.3.002	Publication Development Files		AV					R		
TPW 2.1.001	2.1.001	Processing Files		AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.			
TPW 2.1.002	2.1.002	Master Files		AC				AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur.			
TPW 2.1.007	2.1.007	Software Programs		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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					Years	Months	Days				
TPW 2.1.008	2.1.008	Hardware Documentation		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	Technical Documentation		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 2.1.010	2.1.010	Audit Trail Records		AC				AC = All audit requirements have been met.			
TPW 2.1.011	2.1.011	Finding Aids, Indexes, and Tracking Systems		AC				AC = The related records have been destroyed.			
TPW 2.2.001	2.2.001	System Monitoring Records		AV							
TPW 2.2.002	2.2.002	Chargeback Records to Data Processing Services Users		FE	3						
TPW 2.2.004	2.2.004	Computer Job Schedules and Reports				3					



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TPW 2.2.010	2.2.010	Data Processing Policies and Procedures		US	3						
TPW 2.2.011	2.2.011	Batch Data Entry Control Records		AC				AC = When reconciliation is confirmed.			
TPW 2.2.012	2.2.012	Output Records for Computer Production		AV							
TPW 2.2.013	2.2.013	Quality Assurance Records		AC				AC = No longer needed as an audit trail for any records modified.			
TPW 2.2.014	2.2.014	Internet Cookies		AV							
TPW 2.2.015	2.2.015	History Files - Websites		AV							
TPW 2.2.016	2.2.016	Software Registrations, Warranties and License Agreements		LA	3						
TPW 3.1.001	3.1.001	Applications for Employment - Not Hired		FE	2						29 CFR 1602.31
TPW 3.1.002	3.1.002	Personnel Files, Applications for Employment - Hired		AC	5			AC = Termination of employment.			
TPW 3.1.006	3.1.006	Employee Counseling Records		AC	3			AC = Termination of counseling.			
TPW 3.1.011	3.1.011	Employee Insurance Records		AC	3			AC = Until superseded or termination of employment.			
TPW 3.1.012	3.1.012	Employment Opportunity Announcements		FE	2						29 CFR 1602.31.



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					Years	Months	Days				
TPW 3.1.013.A	3.1.013	Employment Contracts	(a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855
TPW 3.1.013.B	3.1.013	Employment Contracts	(b) Executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855
TPW 3.1.014	3.1.014	Employment Selection Records		FE	2						29 CFR 1602.31
TPW 3.1.018	3.1.018	Grievance Records		AC	2			AC = Final decision on the grievance.			
TPW 3.1.019	3.1.019	Performance Appraisals		FE	2						29 CFR 1620.32(c).
TPW 3.1.020	3.1.020	Personnel Corrective Action Documentation		AC	5			AC = Termination of corrective action.			
TPW 3.1.021	3.1.021	Personnel Disciplinary Action Documentation		AC	5			AC = Termination of employment.			
TPW 3.1.022	3.1.022	Personnel Information or Action Forms		FE	2						29 CFR 1602.31
TPW 3.1.023	3.1.023	Position/Job Description		AC	4			AC = Until superseded or job elimination.			40 TAC 815.106 (i).
TPW 3.1.024	3.1.024	Physical Examination/Medical Reports		AC	2			AC = Until superseded or termination of employment.			
TPW 3.1.026	3.1.026	Criminal History Checks		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)		AC	5			AC = Termination of employment.			



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					Years	Months	Days				
TPW 3.1.029	3.1.029	Employment Eligibility, Documentation or Verification of		AC	1			AC = Termination of employment.			8 CFR 274a.2 (b)(i)(A) and (c)(2).
TPW3.1.031	3.1.031	Employee Benefits - Other Than Insurance		AC	2			AC = Until superseded or termination of employment.			
TPW 3.1.034	3.1.034	Resumes - Unsolicited		FE	1						
TPW 3.1.035.A	3.1.035	Performance Bonds	(a)Executed on or after September 1, 2015	AC	7			AC = Expiration or termination of the bond according to its terms.			Government Code, 441.1855
TPW 3.1.035.B	3.1.035	Performance Bonds	(b)Executed on or before August 31, 2015	AC	4			AC = Expiration or termination of the bond according to its terms.			Government Code, 441.1855
TPW 3.1.036	3.1.036	Apprenticeship Records		FE	5						29 CFR 30.8 (e).
TPW 3.1.037	3.1.037	Employee Recognition Records		AC	5			AC = Termination of employment.			
TPW 3.1.038	3.1.038	Public Access Option Form		US							
TPW 3.1.039	3.1.039	Ombudsman Records		AC				AC = Final decision or matter closed.			
TPW 3.2.001	3.2.001	Employee Deduction Authorizations		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		FE	4						40 TAC 815.106 (i).



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					Years	Months	Days				
TPW 3.2.003	3.2.003	Federal 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		FE	2						29 CFR 516.6 (c).
TPW 3.2.005	3.2.005	W-4 Forms		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		FE	2						29 CFR 516.6 (a) (2).
TPW 3.2.007	3.2.007	Unemployment Compensation Records		AC	5			AC = Close by settlement, final payment or other litigation to termination.			
TPW 3.2.008	3.2.008	Direct Deposit Applications/Authorizations		US							
TPW 3.2.009	3.2.009	State Deferred Compensation Records		AC	5			AC = All accounts with a vendor or vendor words for the individual participant have been closed.		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 3.2.010	3.2.010	Human Resources Information System Reports	Includes Supporting Documentation.	AC	4			AC = Until system is no longer used in info is migrated to another system/format.			



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					Years	Months	Days				
TPW 3.3.028	3.3.028	Aptitude and Skills Tests (Test Papers)		FE	2						29 CFR 1602.31
TPW 3.3.029	3.3.029	Aptitude and Skills Tests (Validation Records)		AC	2			AC = As long as the test is used by the agency.			29 CFR 1602.31.
TPW 3.3.030	3.3.030	Training Administration Records		US	2						
TPW 3.3.031	3.3.031	EEO Reports and Supporting Documentation		FE	3						29 CFR 1602.32,.39,.41,.48 and.50.
TPW 3.3.032	3.3.032	Equal Pay Records		FE	3						29 CFR 1620.32
TPW 3.4.001	3.4.001	Accumulated Leave Adjustment Records		FE	3						
TPW 3.4.002	3.4.002	Leave Status Reports		FE	3						
TPW 3.4.003	3.4.003	Less Than Full-Time Worked Reports		FE	4						40 TAC 815.106 (i).
TPW 3.4.004	3.4.004	Overtime Authorizations		FE	2						
TPW 3.4.005	3.4.005	Overtime Schedules		FE	2						
TPW 3.4.006	3.4.006	Timecards and Timesheets		FE	4						40 TAC 815.106 (i).
TPW 3.4.007	3.4.007	Time off and/or Sick Leave Requests		FE	3						
TPW 3.4.008	3.4.008	Sick Leave Pool Documentation		FE	3						
TPW 4.1.001	4.1.001	Accounts Payable Information		FE	3						



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					Years	Months	Days				
TPW 4.1.002	4.1.002	Billing Detail		FE	3						
TPW4.1.003	4.1.003	Canceled Checks/Stubs/Warrants/Drafts		FE	3						
TPW 4.1.004	4.1.004	Encumbrance Detail		FE	3						
TPW 4.1.005	4.1.005	Inventory and Other Costs Files		FE	3						
TPW 4.1.006	4.1.006	Investment Transaction Files		FE	3						
TPW 4.1.007.A	4.1.007	Transfers or Budget Revisions - Construction Projects		FE	4					As required by State Comptroller.	
TPW4.1.007.B	4.1.007	Transfers or Budget Revisions - All Others		FE	3						
TPW 4.1.008	4.1.008	Electronic Fund Transfers		FE	4						
TPW4.2.001	4.2.001	Cash Deposit Vouchers		FE	4						
TPW4.2.002	4.2.002	Cash Receipts		FE	4						
TPW4.2.003	4.2.003	Daily Cash Receipt Logs		FE	4						
TPW 4.2.004	4.2.004	Encumbrance Vouchers		FE	3						
TPW 4.2.005	4.2.005	Purchase Vouchers		FE	3						
TPW 4.2.006	4.2.006	General Journal Vouchers		FE	4						



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					Years	Months	Days				
TPW 4.2.007	4.2.007	Expenditure Vouchers		FE	3						
TPW 4.3.001	4.3.001	Sales Journals or Registers		FE	4						
TPW 4.3.002	4.3.002	Receipt Journals or Registers		FE	4						
TPW 4.3.003	4.3.003	Expenditures Journals or Registers		FE	3						
TPW 4.4.001	4.4.001	General and Subsidiary Ledgers		FE	4						
TPW 4.4.002	4.4.002	Accounts Receivable Ledgers		FE	4						
TPW 4.4.003	4.4.003	Accounts Payable Ledgers		FE	3						
TPW 4.4.004	4.4.004	Employee Savings Bond Ledgers		FE	3						
TPW 4.5.001	4.5.001	Worksheets for Preparing Fiscal Reports		FE	4						
TPW 4.5.002	4.5.002	Internal Fiscal Management Reports		FE	4						
TPW 4.5.003	4.5.003	Annual Financial Reports		AC	6			AC = September 1 of odd-numbered calendar years.			
TPW 4.5.005	4.5.005	External Fiscal Reports		FE	4						
TPW 4.5.006	4.5.006	Annual Operating Budgets		FE	4						
TPW 4.5.007	4.5.007	USAS Reports - Daily		AC				AC = Receipt and reconciliation of public report.			



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TPW 4.5.008	4.5.008	USAS Reports - Monthly		AC				AC = Receipt and reconciliation of annual report.			
TPW 4.5.009	4.5.009	USAS Reports - Annual		FE	3						
TPW 4.6.001	4.6.001	Balancing Records		FE	4						
TPW 4.6.002	4.6.002	Reconciliations		FE	4						
TPW 4.6.003	4.6.003	Cash Counts		FE	4						
TPW 4.7.001	4.7.001	Accounting Policies and Procedures Manual		US	3						
TPW 4.7.002	4.7.002	Bank Statements		FE	4						
TPW 4.7.003	4.7.003	Return Checks/Warrants/Drafts (Uncollectible)		AC	3			AC = After deemed uncollectible.			
TPW 4.7.004	4.7.004	Capital Asset Records		LA	3						
TPW 4.7.005	4.7.005	Claim Files		AC	3			AC = Resolution of claim.			
TPW 4.7.006	4.7.006	Comptroller Statements		FE	4						
TPW 4.7.007	4.7.007	Detailed Chart of Accounts		FE	3						



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TPW 4.7.008	4.7.008	Grant & Bond Records		AC	3			AC = Date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient		2 CFR 200.333.	
TPW 4.7.009	4.7.009	Fixed Asset Sequential Number Logs		US	3						
TPW 4.7.010	4.7.010	Long-Term Liability Records		AC	3			AC = Retirement of debt.			
TPW 4.7.011	4.7.011	Texas Facilities Commission (TFC) Statements		FE	3						
TPW 4.7.012	4.7.012	Signature Authorizations		AC	3			AC = US + FE			
TPW 4.7.TPW7	4.7	Gift, Donation, Fundraising - Support Documents		FE	10						
TPW 5.1.001.A(1)	5.1.001	Contracts and Leases	(1) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855
TPW 5.1.001.A(2)	5.1.001	Contracts and Leases	(2) Executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the contract according to its terms.			Government Code, 441.1855



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TPW 5.1.001.B(1)	5.1.001	Concession Files	(1) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the contract according to its terms.	E	E = Exempt, archival review code removed subsequent to appraisal by the TSLAC, Archives & Information Services Division, 10/18/99.	Government Code, 441.1855
TPW 5.1.001.B(2)	5.1.001	Concession Files	(2) Executed, renewed or amended on or before August 31, 2015.	AC	5			AC = Expiration or termination of the contract according to its terms.	E	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		FE	3						
TPW 5.1.004	5.1.004	Mail and Telecommunication Listings		US							
TPW 5.1.005	5.1.005	Postage Records		FE	3						
TPW 5.1.007	5.1.007	Requisitions for In-Agency/Inter-Agency Copy/Printing Service		AV							
TPW 5.1.010	5.1.010	License and Permits for Non--Vehicles		AC	2			AC = Expiration date of license or permit.			
TPW 5.1.011	5.1.011	Photocopier and Telefax Usage Logs & Reports		AV							
TPW 5.1.012	5.1.012	Charge Schedules/Price Lists		US	3						
TPW 5.1.013.A	5.1.013	Insurance Policies - For vehicles, equipment, etc.	(a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855



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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 5.1.013.B	5.1.013	Insurance Policies - For vehicles, equipment, etc.	(b) Executed, renewed or amended on or before August 31, 2015.	AC	4			AC = Expiration or termination of the policy according to its terms.			Government Code, 441.1855
TPW 5.1.014	5.1.014	Office Procedures		US	1						
TPW 5.1.015	5.1.015	Correspondence Tracking Records		FE	1						
TPW 5.1.017	5.1.017	Contract Log		FE	3						
TPW 5.1.TPW3	5.1	Citation/Restitution Records		AC	5			AC = After paid, resolved, dismissed.			
TPW 5.1.TPW4.A	5.1	Permits and Licenses - Operational - Specific Use Permits	Listing, booklets, database records of permits issued for programs or services including Crab, Commercial Bay Shrimp Boat, Date, Scientific, Dreg-Gravel, Marine Dealer License Apps and Support Documentation, Etc.	AC	5			AC = Date permit/license expires			
TPW 5.1.TPW4.B	5.1	Permits and Licenses - Others	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.			
TPW 5.2.001.A	5.2.001	Appraisals - Building or Property		AV					R	As long as administratively valuable	
TPW 5.2.001.B	5.2.001	Potential Park Sites		AC	2			AC = Until no longer considered to be a potential park.	A		



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TPW 5.2.002.A	5.2.002	Building Construction Project Files - Infrastructure Project Files		LA	10				A		
TPW 5.2.002.A.1	5.2	Building Construction Project Files - Capital Projects Fiscal Records		FE	5				R		Government Code 403.071 (b).
TPW 5.2.002.B	5.2.002	Building Construction Project Files - State Parks - Recreational Grants		AC	50			AC = Completion of project.	E	E = Exempt, archival review code removed subsequent to appraisal by the TSLAC, Archives & Information Services Division, 10/18/99.	
TPW 5.2.003.A	5.2.003	Building Plans and Specifications - State Owned		LA	10				R		
TPW 5.2.003.B	5.2.003	Building Plans and Specifications - Leased		AC	2			AC = Termination or cancellation of lease.			
TPW 5.2.004	5.2.004	Building Space Requests		FE	1						
TPW 5.2.005	5.2.005	Calibration Records (Equipment or Instrument)		FE	10						
TPW 5.2.006	5.2.006	Property Destruction, Certificates of		FE	3						
TPW 5.2.007	5.2.007	Damage Reports		FE	3						
TPW 5.2.008	5.2.008	Equipment History File	Includes requests for installation, moves, service, etc.; and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	



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TPW 5.2.009	5.2.009	Equipment Inventory Detail Report Forms		FE	3						
TPW 5.2.010	5.2.010	Equipment Manuals		LA							
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)			1						
TPW 5.2.014	5.2.014	Inventory - Annual Physical		FE	3						
TPW 5.2.015	5.2.015	Inventory, Notices of Equipment Removed from		FE	3						
TPW 5.2.016	5.2.016	Inventory System Update Listings		AC				AC = Transfer of information into annual listing.			
TPW 5.2.017	5.2.017	Lost & Stolen Property Reports		FE	3						
TPW 5.2.018	5.2.018	Quality-Control Reports			2						
TPW 5.2.019	5.2.019	Service Orders		FE	1						
TPW 5.2.020	5.2.020	Supply Usage Records		FE	1						
TPW 5.2.021	5.2.021	Surplus Property Sale ReportS		FE	3						
TPW 5.2.022	5.2.022	Utility Usage Reports		AV							
TPW 5.2.023	5.2.023	Year-To-Date Activity (Inventory Listing)		FE	3						



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TPW 5.2.024	5.2.024	Material Specifications		AC	2			AC = Material is no longer in the agency.			
TPW 5.2.025	5.2.025	Equipment Description and Specifications		AC	2			AC = Equipment is no longer in the agency.			
TPW 5.2.026	5.2.026	Parks/Facilities Reservation Logs		FE	2						
TPW 5.2.027	5.2.027	Space Utilization Reports		AV							
TPW 5.2.028	5.2.028	Building Construction Contracts - Warranty Documentation - Owner Manuals	Accepted bids	LA	10				R		
TPW 5.3.002	5.3.002	Freight Bills Paid		FE	3						
TPW 5.3.003	5.3.003	Freight Claims		AC	2			AC = Resolution of claim.			
TPW 5.3.004	5.3.004	Order - Acknowledgments		AV							
TPW 5.3.005	5.3.005	Packing Slips		AV							
TPW 5.3.007.A(1)	5.3.007	Bid Documentation	Includes Construction and Non-Construction (1) Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations.	Government Code, 441.1855



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TPW 5.3.007.A(2)	5.3.007	Bid Documentation	(2) Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					Includes bid requisition/authorizations, invitations to bid or propose, bid specifications, successful and unsuccessful bids, and bid tabulation/evaluations.	Government Code, 441.1855
TPW 5.3.007.B		Bid Documentation - Unsuccessful	Unsuccessful 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.			
TPW 5.4.001	5.4.001	Accident Reports and Associated Documentation -	Reported to Texas Department Of Insurance	CE	5						29 CFR 1904.33.
TPW 5.4.002	5.4.002	Evacuation Plans		US							
TPW 5.4.003	5.4.003	Inspection Records		AC	3			AC = Inspection, or date of the correction of the deficiency if the inspection report reveals the deficiency.			
TPW 5.4.004	5.4.004	Fire Orders		AC	3			AC = Deficiency corrected.			
TPW 5.4.007	5.4.007	Hazardous Materials Training Records		FE	5						Texas Health and Safety Code, 502.009 (g).



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TPW 5.4.008	5.4.008	Hazardous Communication Plans		US	5						Texas Health and Safety Code, 502.009 (g).
TPW 5.4.009	5.4.009	Workplace Chemical Lists		FE	30						Texas Health and Safety Code, 502.005 (d).
TPW 5.4.010	5.4.010	Material Safety Data Sheets		AC	1			AC = After sheets are updated or hazardous chemical no longer stored by agency, as applicable.			
TPW 5.4.011	5.4.011	Visitor Control Registers		FE	3						
TPW 5.4.012	5.4.012	Security Access Records	Signed or acknowledged forms regarding park activities, group use or other activity, etc.	AC	2			AC = Until superseded, date of expiration, or date of termination, whichever is sooner.			
TPW 5.4.013	5.4.013	Disaster Preparedness and Recovery Plans		US							
TPW 5.4.TPW5	5.4	Specific or General Liability Release	Consolidated information log created from the individual paper files.	FE	5						
TPW 5.4.TPW6.A	5.4	Mandated TPWD Instructed Public Education Course Records - Individual Original Paper Files and Support Documents		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 Publication Course Records - Master Database Log		AC	75			AC = Fiscal year date certificate is issued into electronic record database.			



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TPW 5.4.TPW6.C	5.4	Mandated TPWD Instructed Public Education Course Records - "Inactive or Not Certified Instructor" Applications and Support Documents - Paper and Electronic		FE	2						
TPW 5.5.001	5.5.001	Billing Detail - Telecommunications (Other Than Tex-AN)		FE	3						
TPW 5.5.002	5.5.002	Long-Distance Telephone Logs		AV							
TPW 5.5.003	5.5.003	Station Activity Reports		AV							
TPW 5.5.004	5.5.004	System Activity Reports		AV							
TPW 5.5.006	5.5.006	Billing Detail - Telecommunications (TEX-AN)		FE	3						
TPW 5.5.007	5.5.007	Disputed Call Documentation		FE	3						
TPW 5.6.001.A	5.6.001	Airplane Flight Logs - State Owned		LA	3						
TPW 5.6.001.B	5.6.001	Airplane Flight Logs - Leased		FE	3						
TPW 5.6.002	5.6.002	Airplane Passenger Lists		FE	3						



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TPW 5.6.003	5.6.003	Inspection Repair and Maintenance Records - Vehicles		LA	5						
TPW 5.6.004	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.			
TPW 5.6.005	5.6.005	Vehicle Use Reports	Public Owned Boats/Motors & Others Requiring Title & Registration	FE	3						
TPW 5.6.007.A	5.6	Vehicle Titles & Registrations -TPWD Owned Vehicles		LA	5						
TPW 5.6.007.B	5.6	Vehicle Titles & Registrations		FE	10						
TPW 5.6.008	5.6.008	Pilot License Verification		AC	5			AC = Termination of employment.			
TPW 5.6.009	5.6.009	Parking Permits or Assignments		US							